



District 66

District Council Meeting

April 24, 2025

District Trio



Jim Kennedy, DTM
District Director



Doretha Pair, DTM
Program Quality Director



Marilynn Vaughan, DL5, TC4
Club Growth Director

“Together, WE are Unstoppable!”



District 66 Executive Committee

Administration Manager – Ina Brown-Mitchell
Financial Manager – Joyce Laswell
Public Relations Manager – Kristine Vey, DTM
Logistics Manager – Vicky Lyle, DTM
Parliamentarian – Melissa Parks

Division A Director – Melvin Carter, DTM

Area 11 Director – Venus Wilmer, DTM
Area 12 Director – Nick Mastrovito, DTM
Area 14 Director – Vacant
Area 18 Director – Vacant

Division B Director – Carla Davis

Area 21 Director – Gayle Turner
Area 22 Director – Ibironke Lawal
Area 23 Director – Michelle Evans
Area 24 Director – Chaitali Roy
Area 25 Director – Chasity Bailey
Area 26 Director – Wes Bonafe
Area 27 Director – Martha Stevens, DTM

Division D Director – Lawrence Nichols

Area 41 Director – Jacquie Harrison, DTM
Area 42 Director – Bob Rice
Area 43 Director – Vacant
Area 44 Director – Amanda Albright
Area 45 Director – Drusilla Pair
Area 46 Director – Michelle Willke, DTM

Additional Supportive Roles:

Education Co-Chair – Linda Kennedy, DTM
Education Co-Chair – Drusilla Pair
DTM Chair – Lynn Claiborne, DTM
Pathways Chair – Jessica Cotman

Marketing Committee (CGD)

Club Extension Chair – Mike Etchemendy, DTM
Club Quality Chair – Robin Jenkins, DTM
Club Retention Chair – Kitty Boitnott, DTM
Club New Source Research Chair – Tishaun Ugworji, DTM



District 66 Executive Committee

Subject Matter Experts – Charles Gates, DTM; Frank Gulla, DTM; Linda Kennedy, DTM

Webmaster (PRM) – Cassandra Sabo

Celebration Committee (PRM)

Chair – Tishaun Ugworji, DTM

Members: Angela Dickerson, Vanessa Clack, Chasity Bailey, Joyce Laswell, Jim Kennedy, DTM

“Together, WE are Unstoppable!”



District 66 Business Meeting Standing Rules

**From TI District Administrative Bylaws, Articles IX - XI and XIII, as amended
(Not subject to approval by the District Council)**

Voting District Council Composition: The District Council shall consist of the District Executive Committee and the President and Vice President Education from each member club in the District. These shall be the only voting members of the District Council. The District Executive Committee is composed of the District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, Finance Manager, Division Directors, Area Directors, and the Immediate Past District Director.

Quorum: One-third of the Presidents and Vice Presidents Education from member clubs in the District shall constitute a quorum for District Council Meetings. In the event business is transacted at a District Council Meeting when a quorum is not present, the action shall be deemed valid if it is expressly approved, in writing, personally, by mail, fax, e-mail, electronic transmission or other reasonable means, by the affirmative vote of a majority of the member clubs in the District on the basis of two votes per club.

Proxies: When the voting process is conducted virtually, no proxies will be permitted.

Voting: Each member of the District Council in attendance at a virtual Council Meeting is entitled to one vote. Each district council member must cast their own vote. District executive committee members are entitled to one vote and may cast up to one additional vote as a club president or vice president of education of their club.

Rules of Order: Robert's Rules of Order Newly Revised shall be the final authority on parliamentary procedure as far as they do not conflict with any provision in the District Administrative Bylaws, the Articles of Incorporation or Bylaws of Toastmasters International, Policies and Procedures, set by the Toastmasters International Board of Directors.

District 66 Business Meeting Ground Rules

Parliamentary Aids: To expedite the meeting, the Chairperson will use unanimous consent as much as possible, especially in accepting the submittal of committee reports. Any Council Member may object to unanimous consent by stating "objection" when the presiding officer says, "if there are no objections" or "hearing no objections." With any objection, a motion will have to be made and seconded,

discussed and voted. While all points of view are entitled to be heard, that does not mean every member needs to speak. Because of limited time for debate and

discussion, members are asked to primarily make statements that offer new information and not repeat what has already been stated. Rights of the minority

opinions are to be protected and respected even though majority rules. Courtesy should be extended to all participants and that includes not asking redundant questions that have previously been answered either in the delegates' package or by other delegates.

Credentials: Online registration for this virtual meeting will be used to validate the credentials for the voting members of the District Council. Once online registration for the virtual District Council Meeting is closed at the designated time and a quorum exists, online registration will not be reopened.

Submittal of Motions: Resolutions, motions, or amendments to motions over 12 words, excluding "I move that," shall be submitted in writing to the Chairperson immediately after making the statement.

District 66 Business Meeting Ground Rules (continued)

Addressing the Council: Recognition by the Chairperson is required before a person addresses the District Council. To address the District Council, an individual must address the Chairperson and wait for acknowledgment by the Chairperson. Once acknowledged, the individual should state their name, club name, club number, District Council role, and then succinctly state the business. Without recognition, comments will not be part of the official record.

Virtual Meeting Procedures: When the member registers online to attend the meeting, an email will be sent acknowledging registration that contains instructions on how to join the meeting using their computer, smart mobile device, or telephone. All attendees are urged to join via their computer or mobile device so the presentations can be viewed, and the members can participate interactively. Upon joining the meeting, all attendees will be muted except for the Chairperson and recognized speaker at the time. If a member wishes to speak, that member must "raise your hand" by clicking on the hand icon in the participant window (could be under the "more" menu) or if participating by telephone, the member can enter "* 9" (star 9) on the keypad. When the Chairperson recognizes the "raised hand," that member will be unmuted to speak their business.

When voting on a motion is required, computer participants will have the opportunity to respond to an online ballot using the poll feature of the virtual conference application. Telephone only attendees will vote by entering "* 9" (star 9) when instructed by the Chairperson and the "raised hand" votes will be counted manually.

Business Time Limits and Guidelines for Participation: There will be limited debate on items of business. Everyone shall have a maximum of one minute to address the question. District Council Members have the right to debate. Non-voting

members of the council MAY be invited by the chair to speak on the issue under discussion if they have information pertinent to the motion under discussion. The maximum time for discussing or debating any motion, including its amendments, shall be ten minutes. Unless two-thirds majority of Council Members

vote in favor of any motion to change the time limits for debate, the Council will immediately vote on the pending question if the ten-minute limit is reached. Any Toastmaster in good standing may voice their opinion on any question of business but may not make any motion nor vote on any business unless they are a District Council Member.

Announcements: The Chairperson should be informed of any intentions to make announcements before the start of the District Council Meeting.

“Together, WE are Unstoppable!”



2025 District 66 Council Meeting

April 24th 2025

Presiding

Jim Kennedy, DTM

District Director

Agenda

7:00pm-9:00pm

Agenda Order	Person Responsible	Timing
<i>Call to Order, Welcome</i>	<i>Jim Kennedy, DTM District Director</i>	<i>7:00 pm - 3:00 min</i>
<i>Inspirational Opening</i>	<i>Vicky Lyle Logistics Manager</i>	<i>7:03 pm – 3:00 min</i>
<i>Review of the District Mission</i>	<i>Jim Kennedy, DTM District Director</i>	<i>7:06 pm – 5:00 min</i>
<i>Credentials Committee Report</i>	<i>Credentials Committee Chair Angela Coburg</i>	<i>7:11 pm – 5:00 min</i>
<i>Review and Approve the Meeting Agenda April 24, 2025</i>	<i>Jim Kennedy, DTM District Director</i>	<i>7:14 pm – 5:00 min</i>
<i>Voting Procedures</i>	<i>Jim Kennedy, DTM and/or Melissa Parks Parliamentarian</i>	<i>7:19 pm – 5:00 min</i>
<i>Approval of Business Meeting Minutes September 19, 2024</i>	<i>Jim Kennedy, DTM District Director</i>	<i>7:24 pm – 3:00 min</i>
<i>District Officer Elections</i>	<i>Jim Kennedy, DTM District Director and</i>	<i>7:27 pm – 30:00 min</i>

	<i>Sal Asad, DTM District Leadership Committee Chair</i>	
<i>Business Requiring Adoption</i>		
<i>Mid-Year Audit Report</i>	<i>Petula Moy Audit Chair</i>	<i>7:57 pm – 3:00 min</i>
<i>District Budget Report</i>	<i>Joyce Laswell Finance Manager</i>	<i>8:00 pm – 10:00 min</i>
<i>Profit and Loss Report YTD Available Funds</i>	<i>Joyce Laswell Finance Manager</i>	<i>8:10 pm – 5:00 min</i>
<i>Additional Reports</i>		
<i>Alignment Committee Report (as applicable)</i>	<i>John Jones Alignment Chair</i>	<i>8:15 pm – 3:00 min</i>
<i>Division Director Reports</i>	<i>Division A Melvin Carter, DTM Division B Carla Davis Division D Lawrence Nichols</i>	<i>8:18 pm – 35:00 min (3-5 min. each)</i>
<i>Trio and Manager Reports</i>	<i>Parliamentarian Melissa Parks Logistics Manager, Vicky Lyle, DTM Admin Manager Ina Brown- Mitchell PRM Kristine Vey, DTM CGD Marilyn Vaughan PQD Doretha Pair, DTM DD Jim Kennedy, DTM</i>	
<i>Additional Topics, if applicable</i>	<i>Jim Kennedy, DTM District Director</i>	<i>8:53 pm – 3:00 min</i>
<i>Meeting Adjourned</i>	<i>Jim Kennedy, DTM District Director</i>	<i>8:56 pm</i>

Credentials Committee Report

Clubs Eligible X 2	=	_____
Quorum (1/3 of Clubs Eligible X 2)	=	_____
Presidents and Vice Presidents Education Represented	=	_____
District Executive Committee Members Represented	=	_____
Total Ballots Available	=	_____
Simple Majority (50% of the Total Ballots Available + 1)	=	_____

District Business

Mid-Year Audit:	Approved	_____
	Not Approved	_____
District Budget:	Approved	_____
	Not Approved	_____
[Additional Topics, if applicable]:	[Position 1]	_____
	[Position 2]	_____



District 66 Fall Business Meeting Minutes

September 19, 2024

The District 66 Fall Business hybrid meeting convened on September 19, 2024, at 7:00pm.

1. Call to order, Welcome acknowledge dignitaries – Jim Kennedy, DTM
2. Inspirational Opening - Vicky Lyle (quote from Jack Cornfield)
3. Review District Mission – Jim Kennedy, DTM District Director
4. Credentials Report – Angela Coburg, Credentials Chair
 - a. Credentials Report Adoption –
No questions or discussion. Without objection, the credential report is adopted.

# Clubs Eligible x 2	154 = 77 clubs *2
Quorum (1/3)	51
<u>Registered VPE/Presidents</u>	<u>77</u>
(A) Presidents and Vice Presidents	
Education Represented Paid only	51
(B) District Executive Committee	
Members Represented	
<u>MAX: 24 AD, 6 DD, 3 Trio, 3 Managers = 36</u>	<u>18</u>
Total Ballots Available (A + B)	69
Simple Majority (50% of the Total	
Ballots Available + 1)	46

Article X (ten) of the District Administrative Bylaws governs the rules around establishing a quorum. Each club in good standing has two votes, represented by a President and Vice President Education. by District 66 policy, a quorum exists when one third of such votes are carried by representatives who have registered for the Annual Meeting. As of September 18, the district reported, there were 77 clubs in good standing in District 66, and those clubs have a total of 154 votes. Therefore, a total of 51 club votes must be represented by those registered for the meeting. Reviewing our registration list as of September 19, there are a total of 51 club votes reflected in the list of registered Presidents and Vice Presidents Education from clubs in good standing. Based on the foregoing, we have a quorum.

Motion to accept Credentials Report

- ✚ District Director-Jim Kennedy if there are no objections the credentials report will be adopted.
- ✚ Seeing none the Credentials report will be adopted.

Voting Procedures Review : Parliamentarian Melissa Parks

- ✚ Online attendees, please keep your microphones on mute until you are ready to speak. This will reduce the background noise for today's meeting.
- ✚ Only voting delegates may participate in discussion debate.
- ✚ For online attendees, when you have questions, please type your name and club number into the chat and wait for it to be acknowledged.
- ✚ Discussion or debate on any item on the agenda is limited to [5] minutes. If it appears further debate or discussion is necessary after the five minutes have elapsed, I may exercise my discretion and consider extending the time. However, in the interest of time and for the benefit of the members, I ask that you limit your remarks to points of debate or discussion that have not yet been mentioned and are germane to the pending question.
- ✚ No member may speak more than once on the same proposal or longer than one minute.
- ✚ We will alternate between delegates "in favor of" and "opposed to" the proposal. If the same points of discussion or debate are repeated by the speakers, I may end the debate, stating that no new information is being presented.
- ✚ Speakers, please type your name and club number in the chat and wait to be addressed.

Voting members are as follows:

- ✚ The District Director
 - ✚ Program Quality Director
 - ✚ Club Growth Director
 - ✚ District Public Relations Manager
 - ✚ District Administration Manager
 - ✚ District Finance Manager
 - ✚ Area Directors
 - ✚ Division Directors (each Past District Director shall be an ex officio officer of the District)
 - ✚ And Presidents and VPEs of the clubs.
-
5. Review the Meeting Agenda September 19, 2024 – Jim Kennedy-DTM
No additions or changes to the agenda. No discussion. Without objections
Hearing none, the agenda is approved by unanimous consent

 6. Approve May 3, 2024, Meeting Minutes – Jim Kennedy. DTM
There being no corrections [or no further corrections], the minutes
are approved as distributed
Note: The Administration Manager makes any necessary corrections to the
official minutes. the minutes are approved by unanimous consent

7. Voting on 2024-2025 District Leaders -Jim Kennedy, DTM

- ✚ Since the last council meeting DD has appointed the Administrative Manager, Finance Manager, Public relations Manager, Logistics Manager, Parliamentarian,
- ✚ Division Directors for B and D as well as Area Directors 11, 12,21,22,23,24,25,28,41, 42,44, 45 and 46.
- ✚ These Appointments were confirmed by the District Executive Committee
- ✚ Now it must be approved by the District Council.
- ✚ The names and positions of all appointments are contained in the District Council packet that you received via email.
- ✚ Are there any objections to all appointed as named?
- ✚ If there are no objections, these officers, as listed and stated, are appointed to these confirmed positions by unanimous consent, Congratulations To All.

8. Audit Committee Report-Lillian Aghedo Audit Chair

- ✚ The Audit Committee worked on the year end audit and the committee were composed of 3 eligible TM Members.
- ✚ They went through the financial reports, profits and losses also went through concords records, PayPal and receipts.
- ✚ Nothing was found questionable except for a few items we sent to LaTanya Hicks but were not recorded in the concours system
- ✚ But at the end we found out that those items did not actually belong to District66, when we discovered that they reached out too TMI where they confirmed that those items are not for us. I requested LaTanya Hicks to go ahead and make sure they remove it. For the expenditure does not belong to District 66 coming from TMI.
- ✚ Besides those items we identified, every record was perfect.
- ✚ Vote on the report
 - Motion to adopt the year end report as presented by the audit chair
 - Vicky Lyle Club 5688 Moved the motion to adopt the year end
 - Tony Dunsworth Club 727826 Second the motion to adopt the year end
 - The motion has been moved and seconded that we adopt the year end audit report as presented by the audit chair.
 - Is there any discussion
 - Glen Doggott President Gold Standard Club number 18255
 - He did not see a financial statement that was being audited in the books. Will that be shared at some point with the district? The one he sees is from February yes thank you Glen Joyce and Lillian send the updated file out for the year end audit report to the district council.

- We have a motion on the floor that has been moved and seconded as it was present by the audit chair with the proviso that also we send the year end audit report summary to the district council.
- ✚ Any questions No
- ✚ Any objections No
- ✚ If there are no additional discussions or objections no objections we can approve by unanimous consent.
- ✚ Year end audit approved by unanimous consent

9. **Finance Managers Report- Joyce Laswell**



D66 2024-2025
District Budget.xlsx

✚ District Director- Jim Kennedy

- Toastmaster's financial headquarters did review the budget and said that we are in compliance.
- Need to vote on the budget if we have a 1st and 2nd we can have a discussion.
 - Do we have a motion to adopt the budget as presented
 - Venus Wilmer Area 11 Club 562 motioned that we accept as reported, although there may be adjustments when we discuss.
 - Rex Homlin Club 3366 2nd the motion
- Discussion
 - Glen Turner marketing outside of TM question
 - No other questions
- Do we adopt the budget as presented by the Finance Manager
 - Poll launched
 - 55 Votes in favor of approving the budget as presented.
 - 0 No votes for the budget.

10. **Profit and Loss Report – Joyce Laswell-Finance Manager**
Year to Date June 30, 2024

11. **Director and Manager Reports**

a. **Public Relations Kristine Vey, DTM**

Created a newsletter that comes out every other month, trying hard to minimize the number of emails that come out and when they do come out, they are clear and concise. We are working hard on maintaining that approach to communicating with all of you.

Also have been working Cassandra Sabo especially has been working on the website to make is a little more friendly and have more resources and more information, and the calendars in particular the calendar dates are comprehensive now so if you see anything that gets posted and you don't understand let us know and we can try to fix that.

Award luncheon gala that is coming up October 26th you should have seen at least one communication. The discount registration ends on September 27th . We do have the International President Radhi Spear will be here in person.

Concludes Public Relations report.

b. Tishaun Harris-Ugworji- Immediate Past District Director

Fall Gala Encourage each and everyone to register this upcoming Friday last day for early bird 55.00 or you can have your club reserve a table of 10 that is 450. Prices go up 65.00 after the 27th. We would like to reach 100 participants we have currently 46. You should have received email about the awards banquet and notifications on the awards you will be receiving 70 people eligible for a triple crown 2023-2024. Roaring 20 themes so dress up and some fun.

12. **Division Director Reports**

Division A – Melvin Carter DTM

- Working on getting renewals for this term as far as the end of September we are trying to get everybody to renew.
- Also, in areas that I don't have area direction 18 and 14 I'm doing door knocking if you don't know what that is we are talking about moments of truth.
- DD stated how long does it will take for you to respond to someone who is interested in visiting your club. 3 clubs that responded in 24 hours the other in 48hours.
- We need to ensure that we respond in a timely manner because these could be potential members.
- End of Report

Division B – Carla Davis

- Identified 5 clubs that need some additional attention, Carla reached out to Charles Gates to see if he would be able to assist and visit the clubs.
- Reduced to 4 for Capital One they have selected their officers, they have 13 Carla has been attending their meetings, and they typically have around 20 to 22 people in attendance, so this club is growing. They have great interest and there are some season members that have joined.
- There are 4 other clubs, specifically corporate clubs that are still struggling so we want to lean into that situation.
- I would like to thank my area directors because they have done such a great job. Going out and doing their visits and one visit today so we are going to meet our mark ensuring that we're not going for the 75% we'll be at 100%.

- Another focus is making sure that all officers are trained. As mentioned, those clubs are struggling and did not get all their officers trained.
- We did have at least 27 clubs with 4 officers trained, want to thank everybody for getting that done a lot of work went into that.
- We are now focusing on the WLI piece. Thank you for getting that information to out to us early. All of us in Division B are committed to jumping in. If we need any extra education classes, we are willing to help the division. We are going for everybody to get trained.
- I want to shout out one club, Innsbrook, they are already knocking it out of the box. They have met 4 goals already so really grateful for that club setting the standards on where a club should be.
- We did have some difficulties with the area club success plan, not realizing that we weren't uploading anymore. So, there were some difficult conversations around that and some confusion, so we are working to clear that up.
- We are also working on everybody paying their dues. A reminder email will be going out tomorrow.

Division D – Lawrence Nichols

- With division D as most people have outlined, several clubs that have difficulties with officer training and just getting off the ground with having the record number of members in those clubs. We have reached out to them that they have been identified earlier reporting and we have had some success.
- We had 2 clubs turn in club officers' reports, all by the deadline. 15 Days into the Toastmaster year.
- We also had one club submit their club officer's report towards the end of July. We are seeing some turn around with the clubs that are remaining.
- We have identified those clubs that need additional help and provide club coaches. The club growth director has identified coaches for those clubs.
- On a high note, we have at least 10 clubs that were Super 7 with regards to club officer training great accomplishments.

13. Division Director Reports

Club Growth Director-Marilynn Vaughan

- We have some challenges, but we do have solutions for those challenges.
- For the Trio September 30th will mark our 1st 90 days.
- CGD had some goals
 - Charter 3 new clubs have 2 and should have the 3rd by the end of September 30 or end of October.
 - One club is Warren Bucket Company Berkshire, Hathway Energy, a spin-off Dominion energy that club will have some former TM from Dominion Energy as part of that club.
 - The other club was a lead during Doretha Pair's term as the club growth director, The Department of Environmental Quality it looks like they have 40 Charter members, but we will be discussing that next week.
 - The other club is a non-profit organization in Richmond, Atlantic Outreach Group, which wants to use Pathways as their leading development program.
- Other goal for my 1st 90 days is the Market Analysis plan. In the plan we have 30 club leads.
 - 14 of those are identified and the other 16 we are wanting to establish a new club in each of these areas so we will be using talents and the connections.
 - Looking for the division directors and the area directors to build those other 16 clubs.
 - DD announced that within 2 years all districts will have to have a minimum of 100 clubs. We are at 79 so we need to add 21 more clubs. I'm trying to add those 21 clubs before my term ends, which is June 30, 2025.
- The District Success Plan
 - One is dealing with club excellence and the other dealing with club growth.
 - We need to work on strengthening our clubs
 - We have 30 clubs that qualify for a club coach
 - The Marketing team has reached out to most of those clubs to:
 - Encourage
 - Providing ideas
 - Ask if they want a club coach
 - We are waiting until the end of September to see where we are for some of those clubs will drop off. You only qualify for a club coach if you have less than 12 members.
 - Providing guidance for club strengthening
 - In the newsletter you will find echoes of excellence which is reaching out to former toastmasters that have left TM and to encourage them to reconnect and rejoin with TM.
 - The other initiative that we have launched is an open house initiative and what Mike Cannon and CGD have done was to develop two snack size training courses that clubs can use to hopefully recruit members.

- One Snack size training is the speaker's toolbox, and Mike will be doing that for the club Step to Success on their open house on Saturday.
- CGD developed a snack size training program on impromptu speaking. Called refining your craft did a dry run 3 weeks ago at her club and doing it again on September 25th Very Articulate communicators for their open house.
- So, with these initiatives my hope is to come into clubs and do these snack size training courses to advertise them and hopefully be able to draw attention.
- Also, Jim has asked to do an open house on Interviewing that snack size training where we had a gap for several years with several clubs in the Shenandoah valley area. We have a lead in that area and Mike E is overseeing that lead.
- Another club we are building is the American Sign Language Club, there is not a club globally in TM for American Sign Language. Thank you to Jim and his daughter for promoting that and I have reached out to some former colleagues one is the CEO for the Helen Keller foundation, and the other is a senior counsel for the Conrad Hilton Foundation, and I have written support letters to them to see if they will be willing and able to help us build this American Sign Language Club.
- Starting in October I will have office hours, bi-weekly office hours on Thursday where anyone club officers, members Division Directors, area directors offering some training. Offering some marketing training during those offices hours and sometimes conducting focus groups.
- End of Report

Program Quality Director-Doretha Pair

- SLI, we trained 410 officers, which is great and a good start. We had 29 super sevens and 38 with at least 4 officers trained. And with that 38 at least a 3rd had 6 trained. They just needed 1 more for a super 7. Good start very phenomenal.
- Next Tuesday we are going to have 2 training sessions at 7pm. We will have 2 different zoom sessions.
 - The 1st Training is the Journey To Pathways. We did a lot during the daytime now we would like to try evenings to see if that is better.
 - At the same time on a different zoom link, we will be training on the online club success plan. There have been a lot of changes to the club's success plan and Linda Kennedy will be doing the training for that at 7pm.
- When I did the make-up sessions, several of the VPE's wanted Easy Speak and Free Toast Host Training. Linda Kennedy will be doing that on the 30th. The VPE's received an email about that today. If anyone else is interested, we can get you the information and it's on the district calendar as well.

- WLI we are doing the same as last year 3 different locations, one in each division to try to help people out with travel and see if we can get more people to attend.
- We had 410 trained which is about 83%, which is excellent, but we want to get that up to at least 90% better 100%.
 - Division A is going to be at Genworth in Lynchburg
 - Division B will be at Genworth in Richmond Short Pump
 - Division D CBN Regent in Virginia Beach
- District Conference we are having a 2-day Conference at the Embassy Suite in Hampton; we are going to Division D this year. I'm building a team to assist with this if you have anyone that may be interested reach out for, we will need help.
 - During the District Conference we have 2 contests
 - International Speech Contest that we always have
 - Tall-Tales the last time we did that was in 2021
- Soon we will be having a Train the Trainer and Zoom Facilitator training. Several people expressed interest in this and we are trying to get more people to be trainers as well as zoom facilitators to assist.
- The theme for WLI is Leading and excellence through training and what we plan to do for WLI we are not going to do the individual officer training this time. We are going to provide some type of exercise. One we are going to do the club success plan. At the beginning of next year to be distinguished you must turn in your success plan.
- The second one is going to be something to do with either the base camp manager or their getting ready to change to the new LMS.

District Director-Jim Kennedy

- Fall Awards Gala Thank you to
 - Vanessa Clack from VB club
 - Chastity Bailey from Dominion Energy
 - Angel Pope Dickerson from NRV Lunch Bunch
- They are the co-chairs of the Celebration Committee this year. We want to recruit some seasoned and not so seasoned members to assist with district events. For one, the knowledge transfer can take place and two we want to make sure that we are able to incorporate ideas from across the spectrum.
- Also, at the Fall Gala with our International President on Friday, October 25th Rhadi Spear will be coming and will be presented two corporate awards. We have not done that in a while.
 - The corporate awards will go to Dominion Energy and Capital One, we will not be doing this at the fall gala.
 - Spring conference we will have DTM Jennie Lee Taylor visiting us.
 - This year we have 2 International Visitors; we are doing something good at District 66.
 - Our International director will be visiting the Blue Ridge Club in Division A for a dinner and discussion. Blue Ridge was selected because health chart or abcd chart for the 2023-2024 year they were ranked number 1.
 - Fall awards want to have a reception for our President Distinguished Club members at the gala location. If you are a member of a

distinguished club from 2023-2024, we encourage you to attend and get a chance to meet the International President.

- 100 Club District realignment committee
 - We will discuss more in new business section for we are required to nominate to be the district 66 Representative for that committee.
 - In the newsletter a link was provided on what the realignment is about. We just went through a regional realignment. Region 7 to Region 6. Now they are looking at the districts potentially realigning.
 - We have the same number of members as we had 2013 when we only had 80 districts and now, we have 131.
 - It costs 20,000 dollars to be able to run a district, you have several districts that not only are below 100, be they are below 60.
 - This year there is a pilot project where some districts were selected to participate in the Pilot Project. We are not one of those where they are working to increase the numbers within the district. The board is looking to doing a realignment program. Goal for each district to have a minimum of 100 clubs. Currently we are 79. We do not know right now what the result of this district realignment initiative will be.
 - The result will be presented at the end of the 2025-2026 TM year
- Board adopted Requirement
 - To be a distinguished club, you are required to turn in your club success plan announced at the board briefing in Anaheim. This will start 2025-2026 Year.
 - The board decided not to do was look at increasing the number of paid members to be an active club. Currently that number is 8. They looked at increasing that number and did not share what they will be increasing it too. They decided not to do it at this time but will revisit in August 2025.
- Thank you all for your reports Trio, managers and Division Directors.
- End of Report

14. **New Business (If Applicable)** – Jim Kennedy

- Per the Review of the Meeting Agenda, we will now discuss the appointment of the District 66 Representative to the District Realignment Committee.
- In your District Council Packet, you received a copy of an email dated September 3, 2024, received from Toastmasters International directing that I “appoint a District representative to participate on the Joint Realignment Committee to represent the District in the process.” The email also states, “Once the appointment is made, the District Executive Committee must ratify the representative to serve on the committee.” I have asked Distinguished Toastmaster Linda Kennedy to serve as the District 66 Representative to serve on this committee.
- If there are no objections, the appointment of Linda Kennedy to serve as the District 66 Representative to the Joint Realignment Committee will be adopted.

15. **Additional Announcements** – Jim Kennedy

- As a requirement to participate in the Distinguished District Program, District 66 is required to submit a District Success Plan by September 30, 2024. As you may know, the Division Directors submitted their Division Success Plans to me on or before September 15, 2024. The Trio and the Managers are currently reviewing the Division Success Plans and including items in the District Success Plan as appropriate. Once the District Success Plan is complete and submitted, I will be sharing a copy of the District Success Plan on the District Website and will be sending a link to the plan to you via email.
- On October 26, 2024, we will be holding our Toastmasters Centennial Celebration and District 66 Fall Awards Luncheon at the DoubleTree Hotel in Williamsburg, Virginia. Our Keynote Speaker is none other than Toastmasters International President Radhi Spear. She will be joining us that day in person for this event. Tickets are available at the early bird discounted price of \$55 until September 27th. Also, for clubs who purchase a table with 10 tickets, the price is \$450 or \$45 per ticket. After September 27, the individual price increases to \$65 with a VIP price of \$70. You should have received an email with the link to the registration site. If you did not receive the email or have questions, please contact our Public Relations Manager, Distinguished Toastmaster Kristine Vey at pr@tmdistrict66.org.
- Does the Trio or any other District Manager have any further announcements?

16. **Meeting adjourned** by Jim Kennedy

- As we have completed our business, unless there is an objection, the Fall 2024 District 66 Council Meeting will be adjourned.
- There is no objection. This meeting is adjourned.

Respectfully Submitted,

Ina Brown-Mitchell, Administration Manager

Audit Committee Report



Audit Committee Guidelines

District # **66**

Program Year: **2024-2025**

Check one: ☒ Mid-year Audit ☐ Year-end Audit

Procedures To Be Completed	Initials
A. Organization	
1. Obtain all supporting documents for the Mid-year or Year-end Profit and Loss Statements from the District Finance Manager, 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 non-Concur supporting documents in the order they appear on the Receipt Register and Check Register. Receipt supporting documents should be placed behind the Receipt Register, and payment supporting documents should be placed behind the Check Register.	<div>PP</div> <div>CP</div> <div>PH</div>
2. Obtain the Audit Committee Concur logins and related training materials from the Finance Manager or District Finance at WHQ	
B. Substantiating Transactions	
1. To ensure that all non-Concur 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.	<div>PP</div>

2. To ensure that all Concur transactions are adequately supported, perform the following procedures:
- ▶ Use the Concur Auditor logins to emulate the District Director and Finance Manager's profiles to access their previously approved reports.
 - ▶ Trace and agree all transactions on the Bills Register to their respective supporting documentation in Concur.
 - ▶ Place a check mark (✓) on the Bills 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. If they do not, make a note.

If assistance is needed with Concur, please contact the District Finance Team at districtreports@toastmasters.org or districtconcur@toastmasters.org

Page 4 of 5

80-83227613-01#1#1-4280-8277-00P28000001

Procedures To Be Completed	Initials
C. Policy Review	
1. To ensure that transactions were executed within the company policies, perform the following procedures: <ul style="list-style-type: none">▶ 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).▶ 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.▶ 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).	<div>PP</div> <div>CP</div> <div>PH</div>

Audit Committee Report Cont.

- ▶ 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.
- ▶ 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. Cash and cash equivalents, including but not limited to non-Toastmasters gift certificates, gift cards, or any other stored-value products, are not permitted.
- ▶ Identify travel expenses and ensure the District is not expensing fuel costs or vehicle rentals. Instead, the District may reimburse for mileage.
- ▶ Review all meal expense reimbursements for District Leader August and Mid-year trainings to ensure that if the District Director, Program Quality Director, and Club Growth Director were reimbursed for their meals purchased, they only received up to \$50 a day with supporting receipts. (Meal expenses are NOT covered by a per diem.)

Signature of
Julia Ray

Audit Committee Member Signature

3/16/2025

Date

Signature of
Debra Fai

Audit Committee Member Signature

3/16/2025

Date

Signature of
Janice Parker-Blair


Audit Committee Member Signature

3/16/2025

Date

©2024 Toastmasters International. All rights reserved. Toastmasters International, the Toastmasters International logo, and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International and may be used only by permission. Any illegal reproduction of this content will result in immediate legal action.
TM 0322-001-0002 Rev. 12/2024

Finance Report - District 66 Budget 2025-2026

	District #:	66						
	Budget Currency:	USD						
	Fiscal Year	2024-2025						
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Membership Dues Allocation	466	1,328	11,459	2,372	781	513	642	2,055
Conference revenue	-	-	-	-	-	-	-	-
Fundraising revenue	-	-	-	5,500	-	-	-	-
Education and Training revenue	-	-	-	-	-	-	-	-
District store revenue	-	-	-	-	-	-	-	-
Speech contest revenue	-	-	-	-	-	-	-	-
Total revenue	466	1,328	11,459	7,872	781	513	642	2,055
TI Allocation Expense	145	145	145	145	145	145	145	145
Conference expense	-	-	-	-	-	-	-	-
Fundraising expense	-	-	-	5,500	-	-	-	-
District store expense	-	-	-	-	-	-	-	-
Marketing Outside Toastmasters expense	-	-	100	250	368	300	350	250
Recognition expense	-	255	450	375	250	650	150	300
Club Growth expense	-	-	275	225	275	400	400	300
Public Relations expense	332	1,672	332	40	139	40	40	40
Education & training expense	1,305	-	-	-	-	600	1,650	-
Speech contest expense	-	-	-	-	-	-	-	-
Administration expense	423	1,726	100	-	100	-	100	-
Food and Meals expense	-	1,050	-	-	-	-	450	-
Travel expense	-	1,785	-	-	400	-	150	-
Lodging expense	-	2,540	-	-	-	-	2,100	-
	2,205	9,173	1,402	6,535	1,677	2,135	5,535	1,035
District net income/(loss)	(1,738)	(7,845)	10,058	1,338	(896)	(1,621)	(4,893)	1,020

<p>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.</p>	
District Director	Date
Program Quality Director	Date
Club Growth Director	Date
Finance Manager	Date

Break even	Revenue	Expense	Net	Policy
Conference	12,000	12,000	-	Meets Policy
Fundraising	5,500	5,500	-	Meets Policy
District Store	-	-	-	Meets Policy
Minimum Expense Type		Expense	%	Policy
Marketing Outside Toastmasters		2,886	8.3%	5.0%
Maximum Expense Type		Expense	%	Policy
Education and Training		4,134	11.9%	15.0%
Marketing Outside Toastmasters		2,886	8.3%	10.0%
Club Growth		3,125	9.0%	15.0%
Public Relations		2,894	8.3%	10.0%
Recognition		4,880	14.1%	20.0%
Travel		2,735	7.9%	25.0%
Lodging		4,640	13.4%	15.0%
Food and Meals		2,525	7.3%	15.0%
Speech Contest		1,700	4.9%	5.0%
Administration		3,457	10.0%	10.0%
Total Membership Dues		34,712	100.0%	

Finance Reports Continued: District 66

District 66 Available Funds (In USD)

Month Ending 02/28/2025

Available Funds

Cash & District Reserve	
Cash	
Cash - Paypal (PP D66)	1,847.31
Cash - Towne Bank (2118)	3,359.69
Total Cash	5,207.00
District Reserve	27,524.85
Total Cash & District Reserve	32,731.85
Minimum District Reserve Required at Year End	(8,678.02)
Total Available Funds	24,053.83

Profit and Loss Report YTD

District 66 Profit & Loss (Actual vs. Budget Summary) (In USD)

Month Ending 02/28/2025			07/01/2024 Through 02/28/2025		
Actual	Budget	Variance	Actual	Budget	Variance
District Revenue					
1,975.00	2,055.02	(80.02)	24,760.00	19,616.64	5,143.36
0.00	0.00	0.00	11,248.00	5,500.00	5,748.00
0.03	0.00	0.03	0.08	0.00	0.08
0.00	0.00	0.00	1,695.96	0.00	1,695.96
1,975.03	2,055.02	(79.99)	37,704.04	25,116.64	12,587.40
District Expenses					
0.00	0.00	0.00	2,049.18	0.00	2,049.18
0.00	0.00	0.00	8,154.62	5,500.00	2,654.62
0.00	300.00	(300.00)	3,472.95	2,430.00	1,042.95
0.00	300.00	(300.00)	178.99	1,875.00	(1,696.01)
0.00	250.00	(250.00)	0.00	1,618.00	(1,618.00)
52.99	40.00	12.99	1,996.24	2,635.00	(638.76)
0.00	0.00	0.00	(163.24)	3,555.00	(3,718.24)
484.00	0.00	484.00	484.00	0.00	484.00
0.00	0.00	0.00	2,175.82	2,449.00	(273.18)
0.00	0.00	0.00	9,500.56	1,500.00	8,000.56
38.28	0.00	38.28	2,162.71	2,335.00	(172.29)
500.27	0.00	500.27	4,904.72	4,640.00	264.72
144.63	144.63	0.00	1,157.04	1,157.04	0.00
1,220.17	1,034.63	185.54	36,073.59	29,694.04	6,379.55
754.86	1,020.39	(265.53)	1,630.45	(4,577.40)	6,207.85



WHERE LEADERS ARE MADE

District Mission

We build new clubs and support all clubs in achieving excellence.

Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Toastmasters International Envisioned Future

To be the first- choice provider of dynamic, high-value, experiential communication, and leadership skills development.

“Together, WE are Unstoppable!”



WHERE LEADERS ARE MADE
www.toastmasters.org

District 66