



District 66 District Council Meeting

April 30, 2026

7:00pm – 9:00pm

2025 -2026

District Trio



***Doretha Pair, DTM
District Director***



***Marilynn Vaughan
Program Quality Director
DSL, MBA, DL5, TC4***



***Jacquie Harrison, DTM
Club Growth Director***

“Together we are STRONGER!!”



District 66

District Executive Committee

District Managers

Administration Manager – Sandra Davis, TM
Financial Manager – LaTanya Hicks, DTM
Public Relations Manager – Cassandra Sabo, TM
Logistics Manager – Linda Kennedy, DTM
Parliamentarian – Tishaun Ugworji, DTM
Web Master – Jovan Adams, TM
Immediate Past District Director-Jim Kennedy, DTM

Division A Director – Tanya White-Deyo, DTM

Area 11 Director – Venus Wilmer, DTM
Area 12 Director – Susan Mathias, TM
Area 14 Director – Richard Coleman, DTM
Area 18 Director – Bei Chen, TM

Division B Director – Carla Davis, TM

Area 21 Director – Frederica Ricks, DTM
Area 22 Director – Vacant
Area 23 Director – Michelle Evans, TM
Area 24 Director – Jessica Luan, TM
Area 25 Director – Ina Brown Mitchell, TM
Area 26 Director – Wes Bonafe, TM
Area 27 Director – Gayle Turner, TM

Division D Director – Michelle Willke, DTM

Area 41 Director – Lemika Early, TM
Area 42 Director – Trevina Jefferson, TM
Area 43 Director – Drusilla Pair, TM
Area 44 Director – Amanda Albright, TM
Area 45 Director – Anita Jennings, TM
Area 46 Director – Myra Alcorn, TM

“Together we are STRONGER!!”



District 66

District Council Meeting

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.

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.

District 66 Business Meeting Ground Rules (continued)

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 STRONGER!!”



2025 District 66 Council Meeting

Doretha A. Pair, DTM
 District Director
 Agenda
 7:00pm - ~9:00pm

Agenda Order	Person Responsible	Timing
<i>Call to Order, Welcome</i>	<i>Doretha A Pair, DTM District Director</i>	<i>7:00 pm - 3:00 min</i>
<i>Inspirational Opening</i>	<i>Linda Kennedy, DTM Logistics Manager</i>	<i>7:03 pm – 3:00 min</i>
<i>Review of the District Mission</i>	<i>Doretha Pair, DTM District Director</i>	<i>7:06 pm – 5:00 min</i>
<i>Credentials Committee Report</i>	<i>Linda Kennedy, DTM Credentials Committee Chair</i>	<i>7:11 pm – 3:00 min</i>
<i>Voting Procedures</i>	<i>Tishaun Ugworji, DTM Parliamentarian</i>	<i>7:14 pm – 5:00 min</i>
<i>Review and Approve the Meeting Agenda April 30, 2026</i>	<i>Doretha Pair, DTM District Director</i>	<i>7:19 pm – 5:00 min</i>
<i>Approval of Business Meeting Minutes September 18, 2025</i>	<i>Doretha Pair, DTM District Director</i>	<i>7:24 pm – 3:00 min</i>
<i>Business Requiring Adoption</i>		
<i>Mid-year-end Audit Report</i>	<i>Dinesh Pai, TM Audit Chair</i>	<i>7:32 pm – 3:00 min</i>

<i>District 66 Budget 2025-2026</i>	<i>LaTanya Hicks, DTM Finance Manager</i>	<i>7:35 pm – 10:00 min</i>
<i>Additional Reports</i>		
<i>Profit and Loss Report YTD</i>	<i>LaTanya Hicks, DTM Finance Manager</i>	<i>7:45 pm – 5:00 min</i>
<i>Division Director Reports</i>	<i>Division A Tanya White Deyo, DTM Division B Carla Davis Division D Michelle Wilke, DTM</i>	<i>7:50 pm – 35:00 min (3-5 min. each)</i>
<i>Director and Manager Reports</i>	<i>PRM Cassandra Sabo, TM CGD Jacquie Harrison, DTM PQD Marilyn Vaughan DD Doretha Pair, DTM</i>	
<i>New Business</i>	<i>Doretha Pair, DTM District Director</i>	<i>8:30 pm – 5:00 min</i>
<i>Additional Topics, if applicable</i>	<i>Doretha Pair, DTM District Director</i>	<i>8:35 pm – 5:00 min</i>
<i>Meeting Adjourned</i>	<i>Doretha Pair, DTM District Director</i>	<i>~8:35 pm – 8:45pm</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

<i>Appointed Officers:</i>	<i>Approved</i>	_____
	<i>Not Approved</i>	_____
<i>District Budget:</i>	<i>Approved</i>	_____
	<i>Not Approved</i>	_____
<i>[Additional Topics, if applicable]:</i>	<i>[Position 1]</i>	_____
	<i>[Position 2]</i>	_____

Voting Procedures Review : Parliamentarian Tishaun Ugworji, DTM

- *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.*



District Meeting Minutes September 18, 2025

The District Virtual Council online meeting convened on September 18, 2025, at 6:30 pm, with 68 District leaders present.

1. Call to order, Welcome, and Review of the District Mission – Doretha Pair, DTM, District Director.
2. Introduction of the officials for the meeting- Doretha Pair, DTM, District Director.
3. Inspirational Opening, Linda Kennedy, DTM
4. Review of District Mission, Doretha Pair, DTM, District Director.
5. Credential Committee Report, Drusilla Pair, Credential Committee Chair
74 Clubs in good standing x 2 = 148 votes.

49 Clubs Presidents and Vice Presidents-Education represented + 19 District Executive Committee Members = 68 Total Ballots

Simple Majority = (50% of the Total Ballots Available + 1) = 35

Quorum established.

No questions or objections. The credentials report was adopted by unanimous consent.
6. Voting Procedures, Tishaun Harris-Ugworji, DTM, Parliamentarian
7. Agenda Adoption, Doretha Pair, DTM, District Director
No amendments to the agenda. No questions or objections, the agenda was approved by unanimous consent.
8. Approve April 24, 2025, Meeting Minutes – Doretha Pair, DTM, District Director
Dispensed with the reading of the minutes.
No objections. April 24, 2025, Annual Business Meeting Minutes approved with one correction. Visionary Toastmasters should be Visionaries Toastmasters.
9. District 66 Budget 2025-2026 -LaTanya Hicks, DTM, Finance Manager
LaTanya Hicks explained the District Budget Summary allocations. No questions or discussion. Motion to adopt made by Venus Wilmer, Lynchburg Club, 562, and seconded by Glenda Charlton, club 9041. *The budget was adopted unanimously.*
10. Profit and Loss Report - LaTanya Hicks, DTM, Finance Manager
11. Public Relations Report – Cassandra Sabo, Public Relations Manager.
12. Division Director Reports

Division A – Tanya White-Deyo, DTM
Division B – Carla Davis
Division D – Michelle Willkie, DTM

13. Year-End Audit Report – Petula Moy, Audit Committee Chair
Petula Moy stated that the audit committee reviewed all the financial records and found no deficiencies for the year-end audit, which covers the period from January to June 2025.
No questions or objections. Rex Holmlin, Voices of Williamsburg Club 3386, motion to adopt, seconded by Frederica Ricks, Advance Leadership Club, 07788523—audit report adopted by unanimous consent.
14. Appointment of Officers -Doretha Pair, District Director
Announced the appointment of the following officers: Administration Manager, Finance Manager, Public Relations Manager, Logistics Manager, Parliamentarian, Area Directors:12, 14, 18, 21,22,23,24,25,26,27,41,42,43,44,45, and 46. Confirmed in their positions with no objections.
15. Director and Manager Reports
Club Growth Director – Jacquie Harrison, DTM
Program Quality Director – Marilyn Vaughn
District Director – Doretha Pair, DTM
16. Presentation of District Leaders-Doretha Pair, DTM
17. Fall Gala-Jim Kennedy, DTM, Immediate Past District Director
18. New Business – Doretha Pair, DTM

District Alignment Representative – Doretha Pair, DTM, District Director

Should Area Directors be appointed or elected? -Poll results: 80%-appointed, 20%- elected.

Should we have remote leaders (leaders who could never attend events)? Voting occurred via chat. The majority voted " No "/" Opposed"-30 out of 51.

19. Announcements – Doretha Pair, DTM, District Director

Club Success Plans are due by September 30, 2025, for clubs that wish to participate in the Distinguished Club Program.

District Realignment-Districts 66, 29, and a portion of 27 will combine to form District 218.

The Fall Gala will take place on November 1, 2025, at 10:30 AM at Capital One in Richmond, VA, featuring a DTM reception and a mock Table Topics contest.

First Thursdays initiative: Monthly supplemental training focusing on Pathways education and advanced skills development

Momentum Mondays program: Weekly touchpoint system for ongoing club support and officer development

Connect and Refresh framework: Comprehensive new member onboarding system eliminating orientation gaps and supporting seasoned members.

Officer forum development: Specialized sessions for VPEs, Presidents, VPMs, and VPPRs addressing role-specific challenges

District conference planning: May 1-2 at DoubleTree Charlottesville with a member survey to ensure relevant programming

20. Questions or objections.

Question: Is there a way to subscribe to the district website to receive notifications when updates or changes are made? Cassandra Sabo, Public Relations Manager, will research and notify members of her results.

21. Meeting adjourned by Doretha Pair, DTM, at 8:00 pm with 51 members present.

Respectfully Submitted,

Sandra M. Davis

Sandra Davis
Administration Manager






Audit Committee Guidelines

District # 66 Program Year: 2025-2026

Check one: Mid-year Audit Year-end Audit

Procedures To Be Completed	Initials
A. Organization	
<p>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:</p> <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. <p>2. Obtain the Audit Committee Concur logins and related training materials from the Finance Manager or District Finance at WHQ</p>	<p><u>DJP</u> DP</p> <p><u>NV</u> NV</p> <p><u>MTA</u> MTA</p>
B. Substantiating Transactions	
<p>1. To ensure that all non-Concur transactions are adequately supported, perform the following procedures:</p> <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 Check 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. <p>2. To ensure that all Concur transactions are adequately supported, perform the following procedures:</p> <ul style="list-style-type: none"> ▶ 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. <p>*** (If assistance is needed with Concur, please contact the District Finance Team at districtreports@toastmasters.org or districtconcur@toastmasters.org)***</p>	<p><u>DJP</u> DP</p> <p><u>NV</u> NV</p> <p><u>MTA</u> MTA</p>

Procedures To Be Completed	Initials
C. Policy Review	
<p>1. To ensure that transactions were executed within the company policies, perform the following procedures:</p> <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). ▶ 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.) 	<p style="text-align: center;">  <u>DP</u>  <u>NV</u>  <u>MTA</u> </p>


[Dinesh Pai \(Feb 24, 2026 04:38:22 GMT+5.5\)](#)
 Audit Committee Member Signature

02/24/2026
 Date


[Neha Vashisht \(Feb 24, 2026 12:52:16 EST\)](#)
 Audit Committee Member Signature

02/24/2026
 Date


[Matthew Allen \(Feb 23, 2026 09:27:07 EST\)](#)
 Audit Committee Member Signature

02/23/2026
 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.
 Item 0322-001-0002 Rev. 12/2024



WHERE LEADERS ARE MADE
www.toastmasters.org

“Together we are STRONGER!!”