



# District 22 Council Meeting

18 October 2023

## Minutes 18 October 2023

### Opening:

The regular semiannual meeting of the District 22 Council was convened at 8:00 pm CDT on 18 October 2023 by District Director Jerome Montgomery. All attendees participated virtually via Zoom. Jerome Montgomery presided. Administration Manager Darren Yarbrough, DTM was Secretary.

### Adoption of the Meeting Agenda:

The agenda for this meeting was approved as distributed by unanimous consent. A Copy is attached ("District 22 Fall Business Meeting Agenda").

### Introduction of District-wide leaders and Committee Chairs:

Director Montgomery introduced the members holding District Offices, Meeting Planners, and Committee Chairs.

### Credentials Committee:

Credentials Committee Chair Shed Mayberry, DTM presented the Credentials Committee Report.

○ There are 57 eligible clubs in District 22 as of 18 October 2023. Each club receives two votes (one for the Club President and one for the Vice President of Education). To achieve a quorum, one-third of the Presidents and Vice Presidents of Education of eligible clubs must be present (registered), which is 38.

○ There are 47 Club Presidents and Vice Presidents Education registered as of 17 October 2023. As such, we have achieved a quorum. There are also 4 District Executive Committee members represented that are not a Club President or Vice President of Education. District Executive Committee members do not count toward achieving a quorum.

○ The total ballots available are 65. If everyone votes, a simple majority will be 33. A two-thirds majority would be 44. A copy of the Credentials Committee Report is attached ("2023 District Credentials Report – 18 October 2023").

Without objection the Credential Committee Report was approved by unanimous consent.

### Special Rules of Order:

District Parliamentarian Jim Christine, DTM moved to adopt three Standing Rules of Order to govern this meeting only.

#### 1. Standing Rule #1: Debate Limits.

a. Speaking in debate on any topic is limited to two (2) minutes and one speech per topic per person.

i. Holding additional votes does not grant more speaking time.

b. Total debate on any main motion is limited to ten (10) minutes. When the time has expired, the main motion and all pending motions are called.

#### 2. Standing Rule #2: Voting.

a. Any voice vote that shows opposition will automatically be taken as a ballot vote.

#### 3. Standing Rule #3: Committee to Review and Approve the Minutes.

a. A Committee to Review and Approve the Minutes will be established.

b. The committee will consist of the District Administration Manager and one representative from each Division, all who must have been present for the entire meeting.

c. The Committee must complete its work within 15 days of the closure of the meeting.

The motion was seconded.

Without objection the Special Rules of Order were approved by unanimous consent.

### Approval of Minutes of the 19 May 2023 District Council Meeting:

2022-2023 Administration Manager Terry Burns, DTM presented the report of the Committee to Review and Approve the Minutes from the 19 May 2023 District Council Meeting.

The Committee recommended that the minutes be approved as posted on the District Web Site.

Without objection the 19 May 2023 District Council Meeting Minutes were approved by unanimous consent and posted on the District Web Site.

**District Leadership Appointments:**

District Director Montgomery delivered the Report of all appointed District Officers positions.

- District Public Relations Manager – Linda Wilson, DTM
- District Administration Manager – Darren Yarbrough, DTM
- District Finance Manager – Kaynaz Firoozabadi, DTM
- Area T11 Director – Jiatong May Lynch
- Area A21 Director – Kathy Draper
- Area A22 Director – Joe Spexarth
- Area A23 Director – Jason Platter
- Area L31 Director – Hung Nguyen
- Area L32 Director – Susan Ikazaki
- Area L33 Director – Kristian Grahm
- Area K41 Director – Phil Baker, DTM
- Area K42 Director – Dan Arbuckle, DTM
- Area K43 Director – Barb Granade, DTM
- Area S71 Director – Leslie Abrams, DTM
- Area S72 Director – Kirra Antrobus
- Area S73 Director – Norma Clinton

All officers assumed their duties on July 1, 2023.

Without objection these District Leadership Appointments were approved by unanimous consent.

**2023-2024 Budget Report:**

2022-2023 District Finance Manager Darren Yarbrough, DTM presented the 2023-2024 Budget Committee Report. A copy is attached ("2023-2024 District 22 Budget Summary").

Without objection the 2023-2024 District 22 Budget was adopted by unanimous consent.

**Audit Committee Report:**

Audit Committee Chair Sharon Roberts-Meyer presented the Audit Committee Report.

The Audit Committee Report has already been received and approved by Toastmasters International Finance.

The following Audit Committee resources are attached.

- "Audit Committee Guidelines"
- "Certification for June 2022-2023"
- "Narratives for June 2022-2023"
- "2023 District Audit Committee Report – 18 October 2023"

**Current District Officer Reports:**

- Cheryl Reynolds delivered the Club Growth Director report.
- David Wootan, DTM delivered the Program Quality Director report.
- Shed Mayberry, DTM delivered the Division T report.
- Susan Lee delivered the Division A report.
- Shelly Bolling-Strickland delivered the Division L report.
- Shed Mayberry, DTM delivered the Division K report.
- Terry Burns, DTM delivered the Division S report.
- Jerome Montgomery delivered the District Director report.

**Announcements:**

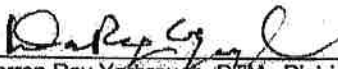
District Director Jerome Montgomery announced that

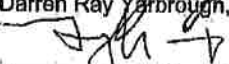
○ Leadership Symposium & Hall of Fame date is 28 October 2023. Registration links and times are on the District 22 website (<http://d22tm.org>).

○ Winter Club Officer Training Dates are 16 December 2023, 20 January 2024, and 12 February 2024. Registration links and times are on the District 22 website (<http://d22tm.org>).

**Adjournment:**

As there was no new business and without objection, the meeting was adjourned at 9:07 pm CDT on 18 October 2023 by District Director Jerome Montgomery.

  
\_\_\_\_\_  
Darren Ray Yarbrough, DTM, District Administration Manager

  
\_\_\_\_\_  
Jerome Montgomery, District Director

**Minutes Committee Members:**

- Darren Yarbrough, DTM      Chair
- Angela Chapes              Division T Representative
- Susan Lee                    Division A Representative
- Shelly Bolling-Strickland   Division L Representative
- Shed Mayberry, DTM        Division K Representative
- Terry Burns, DTM            Division S Representative

Minutes were reviewed electronically by Committee Members and approved on 01 November 2023.

# District 22 Fall Business Meeting Agenda

## Wednesday 18 October 2023 at 8:00 pm CDT

Registration Zoom link:

<https://us02web.zoom.us/meeting/register/tZUzf-murz4qE9SpqUHNPqqlRVWhKm1D-Nau>

**Opening Remarks:** Jerome Montgomery, District Director

- Call to order and welcome
- Review of District Mission and Agenda
- Introduce Meeting Officials

**Voting Procedures:** Darren Yarbrough, DTM

**Credentials Committee Report:** Shed Mayberry, DTM

**Adoption of Special Rules of Order:** Jim Christine, DTM

**Approval of Annual 2023 District Council Meeting Minutes:** Terry Burns, DTM

**Approval of Appointed District Leaders:** Jerome Montgomery

**District Budget:** Darren Yarbrough, DTM

**Audit Committee Report:** Sharon Roberts-Meyer

**Closing Remarks/Reminders:** Jerome Montgomery, District Director

- Upcoming Events
  - Saturday: 12/16/2023 (10am-1pm)
  - Saturday: 01/20/2024 (10am-1pm)
  - Monday: 02/12/2024 (6pm-9pm)
- Leadership Symposium: D22 Hall of Fame
  - Saturday: 10/28/2023
- Resources:
  - <https://d22tm.org/>
  - <https://d22tm.org/calendar/>

District Leadership Attendees:

District Director	Jerome Montgomery
Program Quality Director	David Wootan
Club Growth Director	Cheryl Reynolds
Public Relations Manager	Linda Wilson
Finance Manager	Kaynaz Firoozabadi
Administration Manager	Darren Yarbrough
Immediate Past District Director	Shed Mayberry

Division T	
Division Director	<b>OPEN</b>
Area Director T11	Jiatong May Lynch
Area Director T12	<b>OPEN</b>
Area Director T13	<b>OPEN</b>

Division A	
Division Director	Susan Lee
Area Director A21	Kathy Draper
Area Director A22	Joseph Spexarth
Area Director A23	Jason Platter

Division L	
Division Director	Shelly Bolling-Strickland
Area Director L31	<b>OPEN</b>
Area Director L32	Susan Ikazaki
Area Director L33	Kristian Grahn

Division K	
Division Director	Yolanda Nicholson
Area Director K41	Phil Baker
Area Director K42	Dan Arbuckle
Area Director K43	Barb Granade

Division S	
Division Director	Terry Burns
Area Director S71	Leslie Abram
Area Director S72	Kirra Antrobus
Area Director S73	Norma Clinton



**Toastmasters International  
District 22  
2023 District Credentials Report – 18 October 2023**

**There are 57 eligible clubs in the District as of 18 October 2023. Each club receives two votes, one for the Club President and one for the Vice President of Education. To achieve a quorum, one-third of the Presidents and Vice Presidents of Education of eligible clubs must be registered, which is 38.**

**There are 48 Club Presidents and Vice Presidents Education registered as of 18 October 2023. As such, we have achieved a quorum. There are also 8 District Executive Committee members registered that are not a Club President or Vice President of Education. District Executive Committee members do not count towards achieving a quorum.**

**The total ballots available are 65. If everyone votes, a simple majority would be 33.**

# 2023-2024 District 22 Budget Summary

District #: 22  
 Budget Currency: USD  
 Fiscal Year: 2023-2024



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Membership Dues Allocation	270	1,146	8,571	1,437	299	180	283	1,916	7,366	1,048	565	828	23,909
Conference revenue	-	-	-	-	-	-	-	-	-	-	13,200	-	13,200
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Education and Training revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total revenue</b>	<b>270</b>	<b>1,146</b>	<b>8,571</b>	<b>1,437</b>	<b>299</b>	<b>180</b>	<b>283</b>	<b>1,916</b>	<b>7,366</b>	<b>1,048</b>	<b>13,765</b>	<b>828</b>	<b>37,109</b>
TI Allocation Expense	95	95	95	95	95	95	95	95	95	95	95	95	1,140
Conference expense	-	-	-	-	-	-	-	-	-	-	13,550	-	13,550
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
District store expense	-	-	160	160	160	160	160	160	160	160	160	160	1,800
Marketing Outside Toastmasters expense	-	-	-	676	-	100	-	-	620	920	-	-	2,316
Recognition expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Club Growth expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Relations expense	132	573	300	27	27	136	27	27	136	27	27	136	1,575
Education & training expense	384	-	250	200	-	-	-	200	800	-	1,800	200	3,034
Speech contest expense	-	-	600	100	-	330	-	110	40	210	-	327	1,130
Administration expense	-	750	-	-	-	-	450	-	-	300	-	-	1,717
Food and Meals expense	-	-	-	540	-	-	-	-	240	-	1,272	-	2,352
Travel expense	-	4,665	-	-	-	-	1,000	-	-	-	900	-	6,565
Lodging expense	-	6,083	1,405	1,736	282	821	1,732	582	2,091	1,712	18,134	918	36,179
<b>District net income/(loss)</b>	<b>(341)</b>	<b>(4,937)</b>	<b>7,166</b>	<b>(361)</b>	<b>17</b>	<b>(641)</b>	<b>(1,449)</b>	<b>1,324</b>	<b>5,275</b>	<b>(664)</b>	<b>(4,369)</b>	<b>(90)</b>	<b>930</b>

<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>	Date
District Director	Date
Program Quality Director	Date
Club Growth Director	Date
Finance Manager	Date

Break even	Revenue	Expense	Net	Policy
Conference	13,200	13,550	(350)	Does Not Meet Policy
Fundraising	-	-	-	Meets Policy
District Store	-	-	-	Meets Policy
<b>Minimum Expense Type</b>	<b>Expense</b>	<b>Expense</b>	<b>%</b>	<b>Policy</b>
Marketing Outside Toastmasters	1,600	1,600	6.7%	5.0%
<b>Maximum Expense Type</b>	<b>Expense</b>	<b>Expense</b>	<b>%</b>	<b>Policy</b>
Education and Training	3,034	3,034	12.7%	15.0%
Marketing Outside Toastmasters	1,600	1,600	6.7%	10.0%
Club Growth	-	-	0.0%	15.0%
Public Relations	1,575	1,575	6.8%	10.0%
Recognition	2,316	2,316	9.7%	20.0%
Travel	2,352	2,352	9.8%	25.0%
Lodging	6,565	6,565	27.5%	15.0%
Food and Meals	1,200	1,200	5.0%	15.0%
Speech Contest	1,130	1,130	4.7%	5.0%
Administration	1,717	1,717	7.2%	10.0%
<b>Total Membership Dues</b>	<b>23,909</b>	<b>23,909</b>	<b>100.0%</b>	

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



# Audit Committee Guidelines



District #: 22

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

PROCEDURES TO BE COMPLETED	COMPLETED BY
<b>A. ORGANIZATION</b>	
<p>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:</p> <ul style="list-style-type: none"> <li>◆ 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.</li> <li>◆ 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.</li> </ul>	<p>cm jm SKM</p>
<b>B. SUBSTANTIATING TRANSACTIONS</b>	
<p>2. To ensure that all transactions are adequately supported, perform the following procedures:</p> <ul style="list-style-type: none"> <li>◆ Trace and agree all transactions on the Receipt Register and Check Register to their respective supporting documentation.</li> <li>◆ 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.</li> <li>◆ For the transactions missing supporting documents, contact the finance manager and ask if such documents exist. If they do, request copies.</li> </ul>	<p>cm jm SKM</p>

PROCEDURES TO BE COMPLETED

COMPLETED BY

**C. POLICY REVIEW**

3. To ensure that transactions were executed within the company policies, perform the following procedures:

- ◆ 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.
- ◆ 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.)

CM  
 JM  
 SRM

Claire Masever  
 AUDIT COMMITTEE MEMBER SIGNATURE

9/3/23  
 DATE

Janice Mariso  
 AUDIT COMMITTEE MEMBER SIGNATURE

9/3/23  
 DATE

Shawn Robert Neys  
 AUDIT COMMITTEE MEMBER SIGNATURE

9/5/23  
 DATE

**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](mailto: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)	<u>(3,529.49)</u>
Year to Date Net Income/(Loss)	<u>(3,230.14)</u>
Total Available Funds	<u>12,165.49</u>

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 5th day of SEPTEMBER, 2023

[Signature]  
District Director (for the year audited)

[Signature]  
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 22 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 5th day of SEPTEMBER, 2023

[Signature]  
Chairman

[Signature]  
Member

[Signature]  
Member

\* Audit Committee Guidelines are available on the District Finance Corner of the Toastmasters International Website.  
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).

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Profit & Loss Report. Explain if the monthly activities aligned or did not align with the District budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. If needed please delete the questions, and replace them with your narratives.

**Membership Dues Allocation**

\*\*\*\* NO SIGNIFICANT VARIANCE \*\*\*\*

**Conference Net Income/(Loss)**

\* SOME DISTRICT CONFERENCE COSTS BUDGETED FOR Q4 WERE PAID IN EARLIER QUARTERS (IN THE FORM OF DEPOSITS)

**Fundraising Net Income/(Loss)**

\* NO FUNDRAISING EVENTS WERE HELD IN Q4

**District Store Net Income/(Loss)**

\* DISTRICT 22 DOES NOT OPERATE A DISTRICT STORE

**Marketing Outside of Toastmasters**

\* THE FULL \$ 480.00 BUDGETED FOR DIGITAL MARKETING IN Q4 WAS NOT UTILIZED BEFORE END OF QUARTER

**Recognition**

\* YEAR-END RECOGNITIONS FOR CLUBS AND MEMBERS MEETING INCENTIVE GOALS WAS 20% LESS THAN EXPECTED

**Club Growth**

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Profit & Loss Report. Explain if the monthly activities aligned or did not align with the District budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. If needed please delete the questions, and replace them with your narratives.

\* SEVERAL DISTRICT CLUB GROWTH INITIATIVES WERE PLANNED BUT NOT PERFORMED IN DURING Q4  
\* STILL, SEVERAL CLUBS HELD THEIR OWN OPEN HOUSES AND EVEN SPONSORED NEW CLUBS

**Public Relations**

\*\*\*\* NO SIGNIFICANT VARIANCE \*\*\*\*

**Education and Training**

\* CLUB OFFICER TRAINING EVENTS ORIGINALLY BUDGETED AS "IN-PERSON" WERE HELD VIRTUALLY AND INCURRED LITTLE COST

**Speech Contests**

\* SPEECH CONTESTS WINNERS WERE AWARDED MEDALLIONS RATHER THAN TROPHIES (RESULTING IN LOWER COSTS)

**Administration**

\* MANY AWARDS (FOR CONTESTS AND INCENTIVES) WERE DELIVERED PERSONNALLY (RESULTING IN REDUCED MAILING COSTS)

**Food and Meals**

\*\*\*\* NO SIGNIFICANT VARIANCE \*\*\*\*

**Travel**

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Profit & Loss Report. Explain if the monthly activities aligned or did not align with the District budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. If needed please delete the questions, and replace them with your narratives.

\* TRAVEL EXPENDITURES BUDGETED FOR VOTING DC MEMBERS WERE NOT NEEDED (SINCE LOCAL MEMBERS ATTENDED IN-PERSON AND DISTANT MEMBERS ATTENDED ON-LINE)  
\* ALSO, MANY AREA DIRECTORS PERFORMED THEIR CLUB VISITS VIRTUALLY (IF SIGNIFICANT TRAVEL WOULD HAVE BEEN INVOLVED)

**Lodging**

\* THE \$900 BUDGETED IN Q4 (FOR IN-PERSON GUEST SPEAKERS) WAS NOT NEEDED



## Toastmasters International District 22

### 2023 District Audit Committee Report - 18 October 2023

The District 22 Audit Committee consisted of Audit Committee Chair - Sharon Roberts-Meyer, Junction City Toastmasters, Committee Members Joanne Monroe, Don't Stop Talking Toastmasters, and Clarice Maseberg, Groover Labs Toastmasters. Information from the End of Year Audit - Monthly Net Income/Loss - \$3529.49, Year to Date Net Income/Loss - \$3230.44 and Total Available Funds as of the end of June 2023 was \$12,165.40. End of Year Audit was closed out on 5 September 2023. No significant findings were found. All financial actions were conducted within Toastmasters International Audit Committee Guidelines. Information has been posted on the D22 website for your review. That concludes the District 22 End of Year Audit report.