



Minutes of the DEC Regular Meeting

July 11, 2023, 6:00 PM MDT

The DEC meeting convened at 6:04 PM on July 11, 2023, with District Director presiding. Members present were: Sarra Idehen, Annette Krause, Kandi Kutkas, Emily Lamoreaux, Michael Hachigian, Maria Cervantes, Richard Carr, Peggy Carr, Debbie Crutchfield, Margaret White, Steven Schofield, Tammy McMorrow, Pamela Lattin, Janine Donald, Lionel Furness, David Garbrecht, and Vy Nguyen. Members absent were: Trevor Nelson, Jaysee Jimenez, Sameer Deshmukh, Christine Groberg, Mira Johnson, Madeline Armendariz-Odeh, and Deborah Whitman.

There were no additions or corrections to the Minutes of the 6/27/2023.

1. Recap – July 8 Officer Training – Michael Hachigian

- Total attendees: 137 from 47 out of 60 clubs represented or 78% of clubs in the district
- Number of clubs with 4 or more officers trained (DCP requirement): 15 clubs or 25% of the district
- Areas C2&D1 (top areas) both had 3 of 4 clubs meet the DCP requirement
- Two clubs had 6 of 7 officers trained (Metro Toastmasters and Image Masters Toastmasters)

2. Area Director Visits – Kandi Kutkas

- Start visits early. Get to know the club officers and their clubs.
- Visit club website's, FB Pages and other social platforms. Is all information current to contact the appropriate people. Offer feedback in area visit reports.
- Review club success plan with them. Are the goals doable for the club?
- Look over the area visit report 1471 to be familiar with what you are looking for when visiting the club. [1471](#)
- Area reports are due in the system November 30 and May 31. Start early to enter them early.

3. District Website Update – Vy Nguyen

- District Calendar updated on Home Page.
- Updated Leader roster for 23-24 (including forwarding emails); past district directors and past district officers; Club Success Plans updated to their correct Area and Division alignments.
- Page added for DEC meeting minutes. Found here:
<https://www.district15speaks.org/division-and-area-director-resources/>

4. Zoom Licenses – Maria Cervantes

- District Directors should reset their password to the zoom account. (Zoom.us)
- Documents to manage the rooms can be found: <https://www.district15speaks.org/division-and-area-director-resources/>
- Need assistance or a license to train? contact Maria Cervantes cermar2001@gmail.com

5. DD/AD Success Plans – Annette Krause

Went over a few questions, here are few important ones:

- What obstacles will the team have to consider when strategizing? (These might include conflicting personal commitments, distance, unresolved conflict, etc.)
- In general, how will the team process tasks? (How often to meet or call, team meeting practices)
- What will the communication parameters be? Email, phone, or conference call? How often?
- How will the team ensure equitable participation when completing activities?
- What strategies will the Area/Division take? What has worked in the past? What has not? Any new programs or incentives?
- Reach out to previous officers regarding other programs previous success:
www.district15speak.org/past-district-officers

6. The Next 60 Days – Sarra Idehen

- Member-building Campaign – Smedley Award (Aug 1 – Sept 30)
- Complete officer training. Submit to TI by 8/31/23. Goal 85% – 90%
- Club Success Plan – Complete by 8/31/23 for Horizon Award.
- Division and Area Success Plans – Complete by 9/12. Digital templates of the success plans are located at district15speaks.org under Area and Division Director Resources.
- First-Round Area Visits – Goal: 100%. Begin right away. Challenge: How many can you complete in next 60 days? The due date is 11/30/23.
- Next DEC meeting August 8, 2023. Challenge: Review the incentives on the District 15 website. Will discuss incentives at the meeting (what works/what does not work).

7. Discussions –

- The number of clubs that had not submitted officer lists decreased from 17 to 9.
- District 15 has a YouTube channel. Trevor and Vy to see about uploading videos from last training session, then include links to videos on District 15 website. Will need video release forms completed.
- District will dedicate a Zoom license for use with training (area director, etc).

With no further discussion, the meeting adjourned at 7:06 PM.