



2025 District 103 Annual Council Meeting Minutes

APRIL 18, 2025

VIRTUAL ON ZOOM



BLANK INTENTIONALLY



District 103 2025 Annual District Council Meeting Minutes

Date: April 18, 2025

Location: Virtual (Zoom – Recorded to Cloud)

Call to Order: 9:00 AM

Presiding Officer: Sandra Lane, DTM, District Director

1. Call to Order & Welcome

- Meeting called to order at **9:00 AM** by District Director Sandra Lane, DTM.
 - District Director Sandra Lane welcomed District leaders, Club Presidents, and Vice Presidents of Education, recognizing their leadership and sacrifice.
 - Protocols were reviewed:
 - Participants are to mute microphones unless they are recognized to speak.
 - Voting delegates are required to identify themselves when speaking.
 - Chat could be used to seek recognition.
 - Only those with voting rights may participate in discussions.
-

2. Inspirational Message

- **Presenter:** Cynthia Anglin, Area 51 Director.
- Cynthia Anglin delivered a moving reflection on leadership and resilience:
 - Posed the question: *“If everyone in my district were just like me, what kind of district would my district be?”*
 - Cited global trends showing more clubs closing than opening — previously only seen during WWII and the COVID-19 pandemic.
 - Shared a metaphor of balancing a glass of water on a rollercoaster to illustrate the unpredictability of leadership.
 - Encouraged perseverance, noting personal challenges but underscoring collective strength.
 - Closed with the charge: *“Be not weary in well-doing, for you will reap if you faint not. Leaders, don’t faint—the district needs you.”*



3. District Mission Reminder

- The District Mission was read by District Director, Sandra Lane, DTM: *“We build new clubs and support all clubs in achieving excellence.”*
 - Lane emphasized that Distinguished District is not optional, but the standard expectation.
-

4. Credentials Committee Report

- **Presenter:** DTM Ivory Gwin.
 - Verified **68 clubs in good standing**; quorum requirement was 23.
 - Quorum achieved; report adopted without objection.
-

5. Adoption of Agenda

- Agenda had been distributed in advance; corrected version sent the night prior.
 - Noted substitution: Valerie Smith presenting the Conference Committee report in place of Alisha Bannister.
 - Agenda adopted without objection.
 - NOTE: Parliamentarian, Elizabeth Stevenson, explained Parliamentary Rules & Procedures
-

6. Appointment of Finance Manager

- District Director, Sandra Lane, announced the resignation of **Finance Manager Damika Hayden** due to health concerns.
 - **Gregg Thompson, DTM, PDD** was appointed as successor.
 - Appointment approved without objection.
-



7. Audit Committee Report

- **Presenter:** Bruce Chambers, Audit Chair (with James Larmie).
 - Audit Period: July 1 – December 31, 2024.
 - Findings: One missing pre-approval email for an expense >\$500. All other items compliant.
 - Recommendations included:
 - Provide clear receipts with each reimbursement.
 - Label reimbursements to match specific budget categories.
 - Attach pre-approval to related documentation.
 - Separate unrelated expenses into individual requests.
 - Report adopted without objection.
-

8. Operational Guidelines Update

- **Presenter:** District Director Sandra Lane, supported by PDDs Dionne Leggin, Cassandra Lee, and Gregg Thompson.
 - Updates clarified DEC and non-DEC roles, added deadlines, and district historical context.
 - PDDs highlighted the guidelines as a cultural and leadership resource unique to District 103.
 - Guidelines adopted without objection.
 - Brief explanation of the process and procedures of the Operations Guidelines: Dionne Leggin, Cassandra Lee, DD, Sandra Lane.
-



9. Realignment Committee Report

- **Presenter:** Gary Behrens, Chair (with Kaushal Gupta, Derrick Kimbrough, Cheryl Lane, Don Williams).
 - Goal: ensure ≥minimum of 4 active clubs in good standing per area and balance potential for growth.
 - Recommendations:
 1. Metro Talk Club → Division B Area 11
 2. Alfred Benesch & Co. Club → Division F Area 81
 3. Prosperity Toastmasters → Division S Area 52
 - Report adopted without objection.
-

10. District Conference Update

- **Presenter:** Valerie Smith (on behalf of Alisha Bannister).
 - Event: April 25–26, 2025, at Chicago Marriott Midway.
 - Highlights:
 - Keynote Speaker: Jocelyn Tyson – 2023 World Champion of Public Speaker (3 presentations)
 - Guest speaker: Srinivas Saineni – International Director, Region 4
 - Education sessions: Dr. Nikeya Young, Dushun Mosley, Calvin Gibbs, & Dr. AlyceAnn Crump.
 - Club Banner Parade and recognition of achievers.
 - Registrations: 88 in-person, 36 online (including Canada and the UK).
 - Major Sponsor: Garrett Popcorn Shops (400 units donated).
 - Sponsorship Team: Valerie Smith, DTM-Chair | Patrick Kays, SR2-Lead
 - Encouragement to invite guests and use the conference as a membership opportunity.
-



11. Finance Report

- **Presenter:** Greg Thompson, DTM.
 - As of March 31, 2025:
 - Cash balance: **\$30,739.69**.
 - District reserve (minimum): **\$9,482**.
 - District financially strong; awaiting Eventbrite funds.
-

12. Club Growth Report

- **Presenter:** Latrina Oddo, DTM.
 - Current standing:
 - 15 clubs under 8 members.
 - 68 paid clubs (goal: 83).
 - Need 8 Members to be active
 - 2,603 membership payments (goal: 2,901).
 - 7 Distinguished clubs (goal: 34).
 - 67% of Area Director reports completed.
 - Latrina Oddo urged members to support clubs at risk.
 - Membership Building Campaign – May 31st – Blackstone Library.
-



12A. Return to Elections

- At this point, District Director Sandra Lane acknowledged that the **District Elections** had originally been scheduled before the department reports.
 - She **thanked all presenters** for their detailed reports and valuable information.
 - District Director, Sandra Lane, noted that although the meeting was running behind schedule, the richness of the contributions was a positive outcome.
 - She then **redirected the meeting back to the District Elections**, introducing Past District Director Cassandra Lee to deliver the DLC report.
-

13. District Elections

13.1 DLC Report

- **Presenter:** Cassandra Lee, DTM, PDD, DLC Chair.
- **Members:** Gary Behrens, Geri Tucker, Ivory Gwin, Jay J. Shephard, Mary Szabo, Cassandra Lee.
- **Timeline:** Call Nov 20, 2024; deadline Jan 31, 2025; report submitted Feb 22, 2025.
- **Nominations:**
 - District Director: Valerie Smith, DTM
 - Program Quality Director: Latrina Odo, DTM
 - Club Growth Director: Vacant
 - Division B: Vacant
 - Division C: Dr. AlyceAnn Crump, DTM
 - Division F: Vacant
 - Division G: Vacant
 - Division S: Vacant
- All candidates confirmed eligible per bylaws.



13.2 Election Proceedings

- **District Director:** Valerie Smith, DTM, uncontested. Secret ballot waived. Elected by voice vote.
- **PQD:** Latrina Oddo, DTM, declined nomination; position vacant.
- **CGD:** Marc Machino, DTM, nominated from floor. Uncontested; elected by voice vote.
- **Division C:** Dr. AlyceAnn Crump, DTM, uncontested; elected by voice vote.

13.3 Vacant Positions

- Division B, F, S & G Director roles remain vacant.
- Incoming District Director Valerie Smith will appoint leaders after July 1, 2025.

13.4 Remarks from District Director-elect

- Valerie Smith expressed gratitude, recalling beginnings in District 30 before District 103 formed.
- Shared vision: *“Putting the “T” Back in Toastmasters Excellence.”*
- Pledged to support leaders and ensure every club has tools to achieve excellence.

13.5 Election Results – Summary

- **District Director:** Valerie Smith, DTM (elected)
 - **PQD:** Vacant (nominee withdrew)
 - **CGD:** Marc Machino, DTM (elected)
 - **Division C Director:** Dr. AlyceAnn Crump, DTM (elected)
 - **Division B, F, G & S Directors:** Vacant (to be appointed)
-



14. State of the District

- **Presenter:** Valerie Smith, PQD / District Director-elect.
 - Snapshot:
 - 68 paid clubs (goal: 83+).
 - 8 Distinguished clubs (goal: 34).
 - Division C: 100% club visits completed.
 - Recognition:
 - “Super 7” Distinguished clubs honored with Ralph Smedley’s book, “*Personally Speaking*”.
 - Achievement Wall on District website.
 - Club Officer Training:
 - Round 1: 72 clubs (80%).
 - Round 2: 62 clubs (78%).
 - Announcements:
 - Summer TLI: June 7, 2025 (virtual). Theme: *Living Out Legendary Leadership*. Keynote: **Craig Valentine – TLI Dean, Herbert Obah, PM3**
 - Valerie Smith urged clubs to complete Pathways levels, host membership drives, and finish strong.
-

15. Announcements

- Conference April 25–26, 2025 at Marriott Midway.
 - Non-Toastmasters guests free.
 - First-time attendees receive ribbons.
 - Outgoing leaders are recognized for service.
-



16. Adjournment

- Sandra Lane closed with: *“Sometimes it’s not about how you start, but how you finish. Let’s finish strong.”*
- Meeting adjourned at approximately **12:45 PM**.

Respectfully submitted,

Maren Jenkins, IP5
District 103 Administration Manager (2024–2025)

Date: 09/12/2025 _____

Approved by (Signature) Maren Jenkins

Valerie Smith, DTM
District 103 District Director (2025–2026)

Date: 09/12/2025 _____

Approved by (Signature) Valerie Smith