



# **District 103 2025**

# **District Council**

# **Meeting Minutes**

**SEPTEMBER 27, 2025**

**VIRTUAL ON ZOOM**



**BLANK INTENTIONALLY**



## District 103 2025 Annual District Council Meeting. Minutes

**Date:** September 27, 2025

**Location:** Virtual (Zoom – Recorded to Cloud)

**Roll Call:** 8:45am - **Call to Order:** 9:00 AM

**Chair:** Valerie Smith, DTM, District Director

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### 1. Call to Order & Welcome

- Meeting called To Order at **9:00 AM** by District Director Valerie Smith, DTM.
  - District Director Valerie Smith welcomed District leaders, Club Presidents, and Vice Presidents of Education, Members and Guests. Serving with Vision & Dedication. A Journey where we lead with Purpose. District 103 will grow stronger when we each commit to giving our time, practicing Teamwork and focusing on Transformation.
  - Protocols were reviewed:
    - Please keep your microphones on mute until you are acknowledged to speak
    - Only voting delegates may participate and debate & are required to identify themselves when speaking.
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### 2. Inspirational Message

- **Presenter:** Dr. AlyceAnn Williams, DTM5, Program Quality Director
- AlyceAnn Williams delivered a message to Stop asking, “What If”, and start declaring “We Did”:
  - District 103 is the Architect of Excellence, The Champion of Accountability, The Heartbeat of Transformation
  - We not only Build our Program, but We also Build People - Teamwork
  - We’re turning our Meetings into Miracles where members find their voices, confidence and calling
  - District 103 don’t just Exist, we Excel, we Elevate & We Ignite – we are the Spark, we are the Storm & we are the Legacy.



### 3. District Mission Reminder

- The District Mission was read by Logistics Chair, Donald Hockenhull, IP2 “*We build new clubs and support all clubs in achieving excellence.*”
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### 4. Adoption of Agenda

- The Proposed Agenda has been published and distributed in advance on September 13, 2025
  - Agenda adopted without objection.
  - **NOTE:** Parliamentarian Elizabeth Stevenson explained that there is no need for a motion or a second motion in this case. **REMINDER FOR ON-LINE ATTENDEES:** When you have questions, please type your name and Club Number in the Chat.
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### 5. Meeting Rules/Voting Procedures: Elizabeth Stevenson, DTM-District Parliamentarian:

- \* District 103 will be using Election Buddy as the Secured Voting Platform
- \* Voting members will consider 3 items on Ballot: 1. The District Financial Budget, 2. Whether Area Directors will be Appointed or Elected, 3. Whether District Leaders will serve partially remote or fully remote.
- \* **PROCEDURE:** Each registered voting member received a Ballot. The Ballot contains a secure link – please follow the directions when submitting your vote. Vote weighing will be calculated outside of Election Buddy by the Credentials Team. Corporate Club Officers, ensure you access your Ballot from a Personal Device to avoid system restrictions.

Thank you in advance for following the above Procedures and for exercising your responsibility as members of the District Council.

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## 6. Credentials Committee Chair Report:

- **Credentials Chair | PRESENTER:** Anniece Anderson - ECI
- Verified **81 Eligible Clubs in the District**. To achieve a Quorum 1/3 of the Club Representative Votes based on **2** votes per club, must be present, which is **54**.
- There are **55** Club Representative votes present. Quorum achieved; report adopted without objection.

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## 7. Consent of Spring District Council Meeting Minutes-April 18, 2025: Valerie Smith, DTM District Director

- \* Minutes were forwarded to District Council Members on September 13, 2025, for review
- \* Minutes Adopted with No Objections

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## 8. Ratification of the Appointed Leaders: Valerie Smith, DTM – District Director

- \* The list of Appointed Leaders was forwarded to the District Council Members on September 13, 2025
  - \* After July 1, 2025, All Leaders were appointed by Valerie Smith, District Director: Area Directors, Division Directors & District Leaders
  - \* FYI - Division B was Dissolved
  - \* The Appointed Leaders are Ratified by the District Council and shall serve for the term in the roles they have been Appointed for the 2025-2026 Toastmasters Year with No Objections
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## 9. Audit Committee Report: Bruce Chambers, DTM & James Larmie, DTM

- Overall, the Audit was Good one
  - All expenses were found to be in order and appropriately supported with dual level of review and approval.
  - Recommendations around the approval/review process:
    - Pre-approvals over \$500 should have an Attachment as part of the receipt submission. This should be made as a practice
    - There were several expenses that appeared on the register that exceeded over \$500 that had no supporting documents-email approvals. It is recommended that everything is placed in a folder throughout the year so that they can be submitted as part of the overall audit material. It makes the review process streamline.
    - When there are multiple items, combined or single, break them down into individual units. Separate unrelated expenses into individual requests.
    - Finding: An expense report in April did not match the receipts submitted – The receipts and the amounts in the report did not match. In one case, the amount was under reported. The Dual level of approval was there but the expense line-item amount was not accurate. The expense report was identified but the expense was not corrected. It ended up being a shortage to the submitter.
    - It is suggested that the incoming TRIO follow the recommendations given and/or choose to adopt them.
    - It was noticed that \$650 was reported under “Other Revenue”. Question: How was this amount, \$650 generated? Gregg Thompson will forward the answer to this question later.
  - Report adopted without objection.
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## **10. Finance Report**

- **Presenter:** Greg Thompson, DTM.
- *Report as of the end of August 2025:*
  - 5/3 Bank Available Funds: **\$2,665.13**
  - District Reserve: **\$7,880.73**
  - Cash Total in Reserves: **\$10,545.86** (minimum needed **\$9,600.00**)
  - Available Funds: **\$868.99**
  - Total Membership Revenue: **\$562.50**
  - TI Allocation Dues: **\$161.28** monthly
  - Amount to be kept in the District Reserve for the next Year: **\$9,676.88**

The District TRIO did zero out the Budget (for the Budget the total revenues must be equal to the total expenses). The largest expenses for the district are Travel, Lodging, Trainings, the Conference, along with the basic expenses. A copy of the Budget will be posted on the website.

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## **11. Club Realignment Changes:** Valerie Smith, DTM – District Director

- \* July 15<sup>th</sup> was the Deadline to submit the Club Realignment Changes
- \* The process is to review the number of clubs in each Division (the minimum is 16 clubs – the maximum clubs per area are 6 – the maximum areas in a division is unlimited according to Toastmasters International Districts Team).
- \* When reviewing the Divisions and Areas, you must go to the Toastmasters Dashboard to check the Club status for each Area.
- \* Recommendations for Areas are made by entering the first 4 strongest clubs in the Club Alignment Portal
- \* The Realignment was voted on April 18, 2025. After reviewing the realignment, on July 19<sup>th</sup> the District Executive Committee re-voted to dissolve Area B11, however, Toastmasters International District Team did not approve it because we were still operating at only a minimum number of Clubs per Division. This is what led to Division B being dissolved.
- \* After moving Areas and Clubs around, Toastmasters International approved the 2025-2026 Club Realignment on July 22, 2025.



**12. Program Quality Report:** Dr. AlyceAnn Williams, DTM5, Program Quality Director

- **Theme:** If We Build Quality Clubs, Members will not just Come and Go, they will Come and Grow.
- **362** Club Officers have been trained. **58** Clubs have met the requirement of 4 or more (73.4 Officers Trained).
- **SUPER-7:** **25** Clubs have all Officers Trained. Division & Area 51.
- **44** Clubs have put Levels on the Board.
- **DTM's:** **CONGRATULATIONS:** Cherly Lane, Cynthia Anglin, & AlyceAnn Williams.
- **Contests Season:** Training October 8<sup>th</sup> at 7:00pm by Chief Judge, Solomon Kelly
- **Club Success Plans:** 38 Clubs have submitted their plans. **Congratulations!!!!** The Deadline is September 30<sup>th</sup>. Trainings coming up – September 29<sup>th</sup> & September 30<sup>th</sup> Noon & 6:30pm
- **Winter TLI:** Keynote Speaker Mark Brown. Valerie Lyons-TLI Dean
- **Annual Conference:** April 24-25. THEME: “Drop the MIC” Take a Bow, Going Big, Going Bold, Going Beyond. Conference Chair – Chereese Arington
- **Summer TLI:** Cynthia Anglin-TLI Dean. June 6, 2026
- **Office Hours:** Thursdays at Noon via Zoom if you need assistance.

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**13. Club Growth Report:** Marc Maschino, DTM – **Report Presented By:** Don Williams, DTM

- Docu Sign & Southland Region – planning to Charter within the next few weeks
- **Other Leads:** Be Strong Families would like for us to host a DEMO Meeting October 21<sup>st</sup> – looking for Volunteers
- To date, we have 81 paid clubs which meets one of the goals towards becoming a Distinguished District. We need 87 to become Smedley Distinguished.
- **Membership Payments:** To Date-**727**. We need 685 payments between now and January 30<sup>th</sup>, we will be halfway to being a Distinguished District.
- **CLUB VISITS:** We have 3 Area Directors who have completed ALL Visits – Brad Soren-F83, L. Darnelle-G91, Sandra Washington-S53.
- **SUGGESTION:** It is crucial that All visits be completed sooner than later; make a point of scheduling a call with the President and/or VPE's to get questions answered that will help the completion of your report.



### **Club Growth Report:** cont'd

- **QUESTION:** How are Club Mentors Selected?
- **ANSWER:** Club Mentors are selected by our Club Quality Chair, Daphanie. Anyone that's interested, please contact Daphanie. We will need several Mentors. The Objective is to bring in **15-20** new Clubs this year.
- We have **33** Clubs that are eligible for Club Coaches – these clubs have 12 or less members. Volunteers are needed to serve as Club Coaches to help these Clubs reach Charter Strength.

#### **14. Public Relations Report:** Sheila Edens-Brown, PMS, Public Relations Manager:

- \* **GOALS:** Next month our Social Media Stats will be shared on all our Social Media Platforms LinkedIn, Twitter, Instagram, Facebook & YouTube:
- \* **Media Reach out for the Winter TLI**
- \* The neighborhood Clubs that have a Newspaper, please share this information with the Public Relations Team. We want the neighborhoods to know about your Clubs and what you are doing.
- \* The “In the Loop” Newsletter comes out the 15<sup>th</sup> of each month. We will check to see if the link to the Social Media Platforms can be listed on the District's Website.
- \* We are still in the process of Building our “Dream PR Team”. We want D103 to be known everywhere. Anyone that's interested can sign up.
- \* Monthly meetings will be scheduled with ALL VPR's – Training and Informational Sessions.
- \* Every Member of D103 are PR Ambassadors. Let's work together to grow our IMPACT!
- \* **QUESTIONS:** What are some examples of Social Media Content that Clubs should create and maintain? What are the Official Hashtags for the District?
- \* **ANSWER:** Regarding Hashtags for the District, we are working on those. Content on your Social Media Platforms: Make sure that your events are being publicized. Great Quotes are good to post. Uplifting Articles and information regarding the success of your Clubs – different experiences that were and are impactful – AWARDS, etc.



15. **NEW BUSINESS VOTING:** Valerie Smith, DTM, District Director

- **EMAIL:** Look for *Election Buddy* – Please check your spam email.
  - **First Vote:** The Financial Budget
  - Click on the Link and it will take you to your Ballot (10 minutes for voting)
  - **RESULTS:** Vote CONFIRMED & PASSED! (*Financial Budget*)
  - **Second Vote:** Two Part Question: **Part 1.** Should Area Directors be Appointed or Elected?  
**Part 2.** Remote Service of District Leaders: Partial Remote or Fully Remote.
  - **RESULTS:** (10 minutes for voting) – Both Votes CONFIRMED & PASSED!
  - **NOTE:** All weighted votes will be added, and the Final numbers will be forwarded via email to everyone.
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16. **Merger Update – District 30 & 103:** Don Williams, DTM5, Transition Team Member

- Modification of the Boundaries of each District – each District should have a minimum of 120-180 Clubs each
- The Alignment will be implemented on July 1, 2026.
- It has been voted on and approved by the committees and the Board of Directors that District 30 & 103 will be merging.
- Regular updates will be provided to our District Leaders to ensure that all Pros & Cons are considered.
- An FAQ section regarding the District Alignment can be found the Toastmasters International Website.



17. **2025 Winter TLI**: Valerie E. Lyons, DTM, Winter TLI Dean

- \* Voluntold By the late and Wonderful Patricia Johnson to take over this role as TLI Dean 😊
- \* We will have an Incredible Keynote Speaker, Mark Brown 1995 World Champion of Public Speaking. He will be presenting “The “T” FACTOR – A Formula for Excellence!
- \* He is an amazing person and an Amazing Trainer
- \* **THEME**: The “T” FACTOR
- \* Date: Saturday, November 8<sup>th</sup> – 9:30am – 3:00pm – **VIRTUAL EVENT**
- \* **SPEAKERS**: Educational Sessions: Dr. Nikeya Young, Kareem Rogers, Valerie Fuson, & Melody Byrd
- \* 2<sup>nd</sup> Round of Officer Training will be conducted at this TLI.
- \* **RAFFLE**: Mark Brown’s Book “Unforgettable Presentations” and more Surprises!!!
- \* **BONUS WORKSHOP**: Mark Brown “Ate Ways Leaders Get Things Done”
- \* Contact Valerie E. Lyons at email [vcb1023@gmail.com](mailto:vcb1023@gmail.com)
- \* Visit D103’s Website to Register for all Events

18. **ACKNOWLEDGEMENTS**: Valerie Smith, DTM, District Director

- \* Zoom Master – Donald Hockenhull
- \* Credentials Chair & Administration Manager – Anniece Anderson
- \* All the Presenters for today
- \* All Club Presidents, Vice Presidents of Education & the District Executive Committee

The 2025 Fall District Council Meeting is Adjourned with no Objections!

Meeting Adjourned at 11:33am



**Respectfully submitted,**

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Anniece Anderson, EC1, District 103 Administration Manager (2024–2025)  
Date: October 5, 2025

**Approved by,**

Valerie Smith, DTM  
District 103 District Director (2025–2026)  
Date: \_\_\_ Oct 5, 2025 \_\_\_\_\_

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