The Webinar will start momentarily

1) The video function is not available on your side. No video icon on your side.

2) Your microphone is automatically muted.
   In case you want to talk, please click “Raise hand” icon. Host will unmute you.

3) At the voting time, a voting screen will appear.
   According to the guidance on the screen, please cast your vote.
2019-2020 District Council Meeting (DCM) #2

Date: Sunday, May 10th, 2019, Time: 13:30 - 17:30
Call to Order
Opening Remarks
Everyone`s Contribution Matters!

<table>
<thead>
<tr>
<th>Actual</th>
<th>Rank in world</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid clubs</td>
<td>215</td>
</tr>
<tr>
<td>Member payments</td>
<td>9199</td>
</tr>
<tr>
<td>Dist. clubs</td>
<td>66</td>
</tr>
</tbody>
</table>

As of 2020.5.8
[http://reports2.toastmasters.org/](http://reports2.toastmasters.org/)
District Mission

We build new clubs and support all clubs in achieving excellence.

「新しいクラブを作り、全てのクラブが卓越した成果を上げる支援をする」
Introductions
Helpers Introductions

Audit Committee Chair: Norihito Mayama
DLC and Conference Chair: Katashi Ishihara
Election Committee Chair: Hirohiko Kashiwagi
Timer: Masakazu Chindo (LM)
Zoom Host: Masato Ito (AM)
Zoom Co-Host: Kazuki Sakai (IT Master)
Zoom Co-Host: Shinji Watanabe (A94D)
District Executive Committee Introductions

Program Quality Director
Yusuke Ohashi

Club Growth Director
Yukimasa Matsuda

Administration Manager
Masato Ito

Financial Manager
Akiko Endo

Public Relations Manager
Rieko Sato

Logistics Manager
Masakazu Chindo

Webmaster
Takuji Hamano

IT Master
Kazuki Sakai

District Parliamentarian
Daniel Ross

Immediate Past District Director
Katashi Ishihara
Adoption of Online Standing Rules
DCM2 Standing Rules / ディストリクト評議会2議事運営細則

1. When recognized by the Chair, state your name and the club and officer position you represent.

議長に発言許可を得た後、名前とクラブ名、役職を言います。

2. State if you are speaking “FOR” or “AGAINST” the motion.

だから動議に対して賛成反対かを言います。

2. Each speech is then limited to two (2) minutes.

一発言は2分までです。

4. No one may speak a second time on a motion until everyone who wants to speak on that motion has had a chance to speak once.

一度発言した人が2回目の発言を希望する場合は、その議題への発言希望者の全員が1回目の発言を終わるまで2回目の発言はできません。

5. No more than two (2) speeches per person per motion.

一人の発言回数は一動議に2回までです。

6. The total time for all debate on each question (or motion) is 5 minutes.

一質問（一動議）のための総討論時間は5分までです。

7. This may be limited or extended by 2/3 vote of the assembly.

この時間の短縮または延長は評議会の3分の2の賛成投票により可能です。
Last DCM Meeting Minutes Confirmation
Date: Sunday August 11, 2019
Venue: Zoom (Online)

Attendees: District Officers(Senior Officers and Division Directors)

- Immediate Past District Director: Katashi Ishihara
- District Director: Matthew Ownby
- Program Quality Director: Yusuke Ohashi
- Club Growth Director: Yukimasa Matsuda
- PR Manager: Reiko Sato
- Finance Manager: Aliko Endo
- Administration Manager: Masato Ito
- Logistic Manager: Masakazu Chindo
- Webmaster: Takiji Hamano
- Digital Marketing Manager: Arata Doi
- IT Master: Kazuki Sakai
- District Parliamentarian: Daniel Ross
- Division A Director: Takashi Tadokoro
- Division B Director: Emi Maruyama
- Division C Director: Chris Cooper
- Division D Director: Hideo Itadzu
- Division E Director: Hitoshi Kawaguchi
- Division F Director: Hiroyuki Yamaguchi
- Division G Director: Naoki Yoshino
- Division H Director: Yumiko Otsuka
- Division I Director: Yohei Shimura
- Division J Director:Kimochi Honno

Area Directors (Total Number Only): 21
- Club Presidents, Vice Presidents of Education (Total Number Only): Total: 166
  - Division A: 15
  - Division B: 22
  - Division C: 16
  - Division D: 23
  - Division E: 20
  - Division F: 27
  - Division G: 14
  - Division H: 16
  - Division I: 10
  - Division J: 3

Guest: 2019-2020 Audit Committee Chair: Hajime Usuki 2020 Annual Conference Chair: Kyoko Kitamura

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Call to Order</td>
<td>DD Matthew Ownby</td>
</tr>
<tr>
<td></td>
<td>The meeting began to call to order DD Ownby.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Welcome / Opening Remarks</td>
<td>DD Matthew Ownby</td>
</tr>
<tr>
<td></td>
<td>DD Ownby presented welcome address.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reading of the District Mission</td>
<td>DD Matthew Ownby</td>
</tr>
<tr>
<td></td>
<td>DD Ownby presented district mission.</td>
<td></td>
</tr>
<tr>
<td>8:08</td>
<td>Certification of Quorum</td>
<td>AM Masato Ito</td>
</tr>
<tr>
<td></td>
<td>AM Ito certificated quorum. Total number of clubs was 196. This meant the total number of club presidents, VPEs was 392. Quorum was 131(1/3 of club Pres &amp; VPE's). Registered attendance was 188 (final 201). The quorum was constituted.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Confirmation of Standing Rules</td>
<td>AM Masato Ito</td>
</tr>
<tr>
<td></td>
<td>AM Ito explained standing rules of the district council meeting. The standing rules were adopted by unanimous consent.</td>
<td></td>
</tr>
<tr>
<td>8:10</td>
<td>Confirmation of Minutes of DCM#2</td>
<td>DD Matthew Ownby</td>
</tr>
<tr>
<td></td>
<td>The minutes of last DCM (DCM#2) meeting was presented in the Web site and shown in presentation. DD Ownby asked for any questions from those in attendance. The minutes were confirmed by all those in attendance.</td>
<td></td>
</tr>
<tr>
<td>8:10</td>
<td>Adoption of Agenda</td>
<td>DD Matthew Ownby</td>
</tr>
<tr>
<td></td>
<td>DD Ownby presented an agenda of the meeting. The agenda was adopted by unanimous consent.</td>
<td></td>
</tr>
<tr>
<td>8:20</td>
<td>Finance Manager’s Report on 2018-2019</td>
<td>DD Matthew Ownby</td>
</tr>
<tr>
<td></td>
<td>DD Ownby on behalf of IPFM Nishimura explained 2018-2019 Finance Report.</td>
<td></td>
</tr>
</tbody>
</table>
Audit Report of Audit Committee
Audit Committee Chair Hajime Usuki explained 2018-2019 audit report.

Q&A
The audit report was accepted by unanimous consent.

Senior Officer's Report

District Goal
DD Ownby explained district goal.

PQD Strategy GrowthMaster Fundamental
PQD Ohashi explained PQD strategy.

CGD Project
CGD Matsuda introduced PR manager and Digital Marketing Manager and they explained.

PR Strategy
PRM Sato explained PR strategy.

Digital Marketing Project
DMM Doi explained digital marketing strategy.
CGD Matsuda explained marketing strategy.

Intermission

District Goals and Adoption of the Budget
DD Ownby explained District 76 goals and Budget plan following slide.
Voting for Budget plan. AM Ito explained how to vote.

DD Ownby reported the result of the voting for the budget plan. There was a majority vote in favor. The budget plan was adopted.

Confirmation of Committees
Area Alignment Committee
Chair Matsuda explained using the slide.

Program Quality Committee
Chair Ohashi explained using the slide.

Leadership Committee
DD Ownby on behalf of Chair Ishihara explained using the slide.

Annual conference 2020
Conference Chair Kitamura explained using slide.

Annual conference 2021
DD Ownby on behalf of Chair Ishihara explained using the slide.

New Business and Announcement
Q&A
We had no new business.

Adjournment
Adoption of the Agenda
<table>
<thead>
<tr>
<th>Start</th>
<th>Time</th>
<th>Agenda</th>
<th>Person in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>13:30</td>
<td>0:01</td>
<td>Call to Order</td>
<td>DD: Matthew Ownby</td>
</tr>
<tr>
<td>13:31</td>
<td>0:02</td>
<td>Welcome / Opening Remarks</td>
<td></td>
</tr>
<tr>
<td>13:33</td>
<td>0:02</td>
<td>Reading the District Mission</td>
<td></td>
</tr>
<tr>
<td>13:35</td>
<td>0:05</td>
<td>Introduction of Committees, Role Takers and Senior Officers</td>
<td></td>
</tr>
<tr>
<td>13:40</td>
<td>0:02</td>
<td>Credentials Report</td>
<td>AM: Masato Ito</td>
</tr>
<tr>
<td>13:42</td>
<td>0:10</td>
<td>Adoption of Standing Rules</td>
<td>DD: Matthew Ownby</td>
</tr>
<tr>
<td>13:52</td>
<td>0:02</td>
<td>Adoption of Agenda</td>
<td></td>
</tr>
<tr>
<td>13:54</td>
<td>0:02</td>
<td>Approval of Minutes of DCM#1</td>
<td></td>
</tr>
<tr>
<td>14:56</td>
<td>0:40</td>
<td>District Senior Officer Reports + Q&amp;A 5 min</td>
<td>DD: Matthew Ownby</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PQD: Yusuke Ohashi</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CGD: Yukimasa Matsuda</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PRM: Rieko Sato</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DMM: Arata Doi</td>
</tr>
<tr>
<td>14:36</td>
<td>0:22</td>
<td>Adoption of Alignment Committee Report P: 5 min, Q&amp;A: 5 min, V: 10 min</td>
<td>Chair: CGD Yukimasa Matsuda</td>
</tr>
<tr>
<td>14:58</td>
<td>0:12</td>
<td>Adoption of DCM Minutes Approval Committee P: 1 min Q&amp;A 3 min, V: 10 min</td>
<td>DD: Matthew Ownby</td>
</tr>
<tr>
<td>15:10</td>
<td>0:10</td>
<td>Report of District Leadership Committee</td>
<td>Chair: IPDD Katashi Ishihara</td>
</tr>
<tr>
<td>15:20</td>
<td></td>
<td>10 minutes intermission</td>
<td></td>
</tr>
<tr>
<td>15:30</td>
<td></td>
<td>Election of District Officers for 2020-2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Following items will be proceeded while counting election ballots.</td>
<td></td>
</tr>
<tr>
<td>17:17</td>
<td>0:03</td>
<td>New Business</td>
<td>DD: Matthew Ownby</td>
</tr>
<tr>
<td>17:20</td>
<td>0:05</td>
<td>Outgoing District Director Remarks</td>
<td>DD: Matthew Ownby</td>
</tr>
<tr>
<td>17:25</td>
<td>0:05</td>
<td>Incoming District Director Remarks</td>
<td>Incoming District Director</td>
</tr>
<tr>
<td>17:30</td>
<td></td>
<td>Adjourn</td>
<td>DD Matthew Ownby</td>
</tr>
</tbody>
</table>

**Financial Reports**

- (0:10) Finance Manager’s Report / Current Situation P: 5 min, Q&A: 5 min Trio + FM: Endo Akiko
- (0:06) Audit Report of Audit Committee P: 3 min, Q&A: 3 min Audit Committee

**Reports by Committees**

- (0:05) 2021 Annual Conference Committee Chair: IPDD Katashi Ishihara

**Following items will be proceeded after all above items are completed.**
Senior Office Reports
District Director Report
How Bigger, Better, Bolder Were We?

Matthew D. Ownby, DTM
THANK YOU!
## Current Situation

<table>
<thead>
<tr>
<th></th>
<th>2019.5</th>
<th>2020.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Clubs:</td>
<td>193</td>
<td>215</td>
</tr>
<tr>
<td>Paid Members:</td>
<td>8,996</td>
<td>9,199</td>
</tr>
<tr>
<td>Distinguish Clubs:</td>
<td>48</td>
<td>66</td>
</tr>
</tbody>
</table>
Goals (2019-2020)

Active Clubs: 196 → 220
Paid Members: 9,248 → 10,150
Distinguish Clubs: 83 (41%) → 110 (50%)
District 76 8 Strategies

A Create More Value from Pathways
B Revitalize Clubs through Program Quality
C Hold Peak Experiences At Events
D Generate Many Guests Through Digital Marketing
E Focus on Key Markets
F Strengthen Clubs Through Alternative Media
G Inspire and Expand the Future Leader Pool
H Establish Procedures To Increase Trust and Excellence
## Current Estimate

<table>
<thead>
<tr>
<th></th>
<th>2018-2019</th>
<th>Estimate</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Clubs:</td>
<td>196</td>
<td>215</td>
<td>220</td>
</tr>
<tr>
<td>Paid Members:</td>
<td>9,248</td>
<td>9,415</td>
<td>10,150</td>
</tr>
<tr>
<td>Distinguish Clubs:</td>
<td>83</td>
<td>100</td>
<td>110</td>
</tr>
</tbody>
</table>

- **Smedley Distinguished**
- **Distinguished**
- **Presidents Distinguished**
How Many Clubs Is OK?

District Mission:
We **build new clubs** and support all clubs in achieving excellence.

**Japan**
Tokyo: 85 clubs, population: 7.13 million
   = 1 club per 83,882 people

**USA**
Houston, TX: 139 clubs, population 2.36 million
   = 1 club per 16,978 people

Lot's of room to grow!
We Live In A World Where Effective Communication Is Now More Important Than Ever
What About Getting More Members?

2018-2019  Estimate  Goal
Paid Members:  9,248  9,415  10,150

*Everyone has done a great job in limiting the loss from coronavirus and moving meetings online.

Each club`s situation and market is different so there a limit to what district officers can do.
A Framework For Thinking About This

STEP 1: What do you specifically want?

STEP 2: What are we doing now?
(updating the website, posting flyers at the community center, etc.)

STEP 3: Is that working (Y/N)?

STEP 4: What are the other options?
(inviting people you know, trying local Facebook ads, etc.)

STEP 5: What is the best option?

STEP 6: How did that go?

STEP 7: What is the next step?
Reformation Of D76

The district is up to 217 active clubs already. The expectation is to start reforming into two districts during 2021~2023.
Reformation Time Schedule

2020 Aug: Official Approval from TI
2020 Fall ~ Summer: Committee formed to decide on boundaries and get approval from DCM
2021 Summer: Election with 2 CGD
2022 Summer: Election with 2 CGD, 2PQD
2023 Summer: Election with 2 Trio & Split
It is a trying situation for all clubs and all members. But we will all get through it. It is a question of where you want to be when it ends.

I believe that D76 can be Bigger, Better and Bolder after this crisis. I hope you do so. And let`s work together to build that light at the end of this dark tunnel.
Program Quality Director Report
Club Growth Director Report
Voting Procedure

1. Voting screen is shown. The candidates' names are on it.
2. Choose one of them.
3. Press Send button.
4. Election committee then checks the result.
5. The results will be displayed.
Voting

Chose one of them.
どれか一つを選択ください。

Press send button.
送信ボタンを押してください
Voting

Chose one of them.

Press send button.
Voting Test
Voting Test Result （投票テスト結果）

• Test Result （テスト結果）

Apple （りんご）

Banana （バナナ）
Any candidate who receives a majority of votes cast will be elected.

In the case of a tie, we will vote again with the same candidates.

And we will continue this procedure until either one gets a majority.

過半数を獲得した候補者が当選となります。
もし、同点の場合は、同じ候補者にて再投票を行います。
どちらかが過半数を獲得するまで続けます。
Votes Cast Example (集計例)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple</td>
<td>20</td>
</tr>
<tr>
<td>Banana</td>
<td>19</td>
</tr>
<tr>
<td>Abstain</td>
<td>10</td>
</tr>
</tbody>
</table>

Abstain is invalid vote.
Total Votes cast is 39.
Apple has a majority of votes.

りんごが過半数を取りました。
**Weighted Voting** 加重投票

- Zoom supports no weighted voting.
- 14 members two votes, one member has three votes as of this meeting.
- If there is a difference of equal or more than 17 votes, a majority vote is identified.
- Zoomには加重投票はありません。
- 今回の出欠登録より14名2票保持者、1名3票保持者がいます。
- 17票以上票差があれば、過半数を決定できます。
Alignment Committee Report & Alignment Approval
DCM Minutes Approval Committee Proposal
Motion: "I move that a Minutes Approval Committee for this DCM be created to consist of 5 people, one of which will be the Administration Manager who will serve as the chair of the committee, and the other 4 members to be chosen at this meeting by nomination and vote."
Motion: "I move that a Minutes Approval Committee for this DCM be created to consist of 5 people, one of which will be the Administration Manager who will serve as the chair of the committee, and the other 4 members to be chosen at this meeting by nomination and vote."

Reason: Those attending the DCM#1 of the next term have little knowledge of what happened at DCM#2 of the previous term.
DCM Minutes Approval Committee

• Committee Chair: Masato Ito (AM)

Committee Members(tentative):
Emi Maruyama
Yumiko Otsuka
Noriko Tsutsui
Hiroyuki Yamaguchi
2019-2020 Finance Report
District Finance Report (Conclusion)

• Even with COVID-19 emergency D76 Finances are sound.

• TI has strongly encouraged to reduce expenses so we will keep spending at a minimum, but still can pay for needed expenses.

April 20, 2020

Dear District Leaders,

The coronavirus disease (COVID-19) continues to affect the world’s economy, and Toastmasters International is no exception. In managing the organization’s finances, we are aware overall membership dues revenue is down compared to last year and this year’s budget. Consequently, we expect this will decrease District membership revenue. This means that, as a good manager of the District finances, you should consider that your District may need to take corrective actions to limit spending. In other words, your District should only spend what it can afford, given the new reality of decreased membership. Below are some tips to consider as your District practices prudent management of its finances:
District Revenues FY2014-FY2020

We have maintained Membership Revenue, but we don’t have much Conference/Contest Revenue. This will not impact our finances.

Due to COVID-19, Conference/Contest revenue shrinks

*Membership Revenue Budget is determined by TI based on last year growth

Data-in-charge: Yusuke Ohashi
District Costs FY2014-FY2020

Major Cost reduction for Travel Expenses, Speech Contest Expenses, Administration Expenses.

Data-in-charge: Yusuke Ohashi

* Cancellation fee for Kyoto may be reimbursed by Kyoto due to the current situation of COVID-19
District Costs FY2014-FY2020

Total = 126,518,885

Data-in-charge: Yusuke Ohashi
District Costs Variance (as of 3/31, 6/30 estimate)

Status as of 2020/3/31 (中間)

- Budget (2020/3/30): 12,694,737
- Result (2020/3/31): 9,643,100
- Variance: -3,553,508

Status as of 2020/6/30 (期末見込み)

- Budget (2020/6/30): 17,705,437
- Estimation (2020/6/30): 12,694,567
- Variance: -5,010,870

Data-in-charge: Yusuke Ohashi
District Costs Variance (as of 3/31, 6/30 estimate)

Three major factors for Variance

**Variance**

- **Travel Expenses**: ¥-2,034,529
  - Reverted to Online DCM#2/DEC#5

- **TLI Education & Training**: ¥-1,083,340
  - Second TLI has postponed/
  - More reasonable venue charge

- **Conference Expenses**: ¥-750,000
  - No Conference (Cancellation Fee)
## Appendix: District Costs FY2020

<table>
<thead>
<tr>
<th>Category</th>
<th>FY2019-20 Budget</th>
<th>Estimate as of 2020/6/30</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PQD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Expenses</td>
<td>¥1,650,000</td>
<td>¥900,000</td>
</tr>
<tr>
<td>TLI Expenses</td>
<td>¥1,650,000</td>
<td>¥1,193,894</td>
</tr>
<tr>
<td>Education &amp; Training Expense</td>
<td>¥2,548,957</td>
<td>¥1,921,723</td>
</tr>
<tr>
<td>Speech Contest Expenses</td>
<td>¥1,135,000</td>
<td>¥800,000</td>
</tr>
<tr>
<td><strong>CGD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Expense</td>
<td>¥3,787,496</td>
<td>¥3,313,665</td>
</tr>
<tr>
<td>Communications&amp;PR Expense</td>
<td>¥240,000</td>
<td>¥240,000</td>
</tr>
<tr>
<td><strong>DD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration Expenses</td>
<td>¥665,200</td>
<td>¥331,030</td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>¥5,480,780</td>
<td>¥3,446,251</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>¥548,004</td>
<td>¥548,004</td>
</tr>
</tbody>
</table>
Travel Expenses and Administrative Expenses are reduced
【Marketing & PR】
Sufficient Marketing investment

Data-in-charge: Yusuke Ohashi
【Edu., etc.】
TLI/Education&Training/Speech Contest/Conferences

Data-in-charge: Yusuke Ohashi
This year was the biggest investment ever for educational activities. TLI was the first attempt to encourage members to connect.

Variance

- Second TLI has postponed/
- More reasonable venue charge

Data-in-charge: Yusuke Ohashi
2019-2020 Mid Year Audit Report
The purpose of a financial audit is to consider whether financial statement is correct or not, which includes:

- Existence of each transaction,
- Completeness of each transaction,
- Rights and/or obligation, and
- Allocation of transaction

and express the result as an opinion.

We, audit committee have got a reasonable basis of our opinion through procedures below:

- Compare between budget and actual
- Check evidences about all transactions
- Consider whether the transaction is along rules or against
- Check the calculation
- Interview financial manager
In our opinion,

• The financial statement is FAIR in all material respects.
• We found no transaction error.

In addition,

as a member of the District 76, I would like to express my appreciation to the Financial Manager’s hard working.
2021 Annual Conference Committee
New Business
Outgoing Remarks
Incoming Remarks
Adjournment