

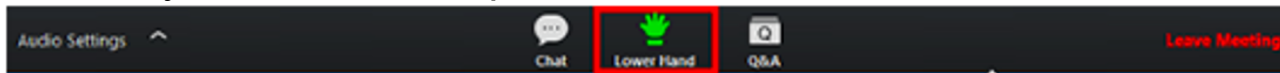
District Council Meeting #2(May 10th, 2020) START 13:30



WHERE LEADERS ARE MADE

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.

Webinarは間もなく開始します。

- 1) Webinarでは参加者側のビデオ機能は使用できません。
ビデオON/OFFボタンはZOOM画面に表示されません。
- 2) また、音声も自動的にミュートされています。発言がある場合は、挙手ボタンを押してください。主催側でミュート解除します。



- 3) 投票のタイミングで、投票画面が現れます。
ガイダンスに従い、投票いただきます。



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!

	Actual	Rank in world
Paid clubs	215	5 th /120
Member payments	9199	12 th /120
Dist. clubs	66	25 th /120

As of 2020.5.8

<http://reports2.toastmasters.org/>



Reading District Mission

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



Credential Report



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.**

それから動議に対して賛成か反対かを言います。

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	2019年8月11日 (日)
Venue:	Zoom (Online)	Zoom (オンライン)
Attendees:	☆ District Officers(Senior Officers and Division Directors)	
	Immediate Past District Director	Katashi Ishihara
	District Director	Matthew Ownby
	PR Manager	Rieko Sato
	Logistic Manager	Masakazu Chindo
	IT Master	Kazuki Sakai
	Division B Director	Emi Maruyama
	Division E Director	Hitoshi Kawaguchi
	Division H Director	Yumiko Otsuka
	☆ Area Directors (Total Number Only)	21
	☆ Club Presidents, Vice Presidents of Education (Total Number Only)	Total: 166
	Division A	15
	Division D	23
	Division G	14
	Division J	3
	☆ Guest	2019-2020 Audit Committee Chair Hajime Usuki
		2020 Annual Conference Chair Kyoko Kitamura
Time	Agenda	Presenter
8:00	Call to Order	DD Matthew Ownby
	The meeting began to call to order DD Ownby.	
	Welcome / Opening Remarks	DD Matthew Ownby
	DD Ownby presented welcome address.	
	Reading of the District Mission	DD Matthew Ownby
	DD Ownby presented district mission.	
8:08	Certification of Quorum	AM Masato Ito
	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 & VPE's). Registered attendance was 188 (final 201). The quorum was constituted.	
	Confirmation of Standing Rules	AM Masato Ito
	AM Ito explained standing rules of the district council meeting. The standing rules were adopted by unanimous consent.	
8:10	Confirmation of Minutes of DCM#2	DD Matthew Ownby
	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.	
8:10	Adoption of Agenda	DD Matthew Ownby
	DD Ownby presented an agenda of the meeting. The agenda was adopted by unanimous consent.	
	Confirmation of Appointed Officers	DD Matthew Ownby
	DD Ownby presented appointed officers. The appointed officers were approved by unanimous consent.	
8:20	Finance Manager's Report on 2018-2019	DD Matthew Ownby
	DD Ownby on behalf of IPFM Nishimura explained 2018-2019 Finance Report.	

8:25	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.	Audit Committee Chair Hajime Usuki DD Matthew Ownby
8:34	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.	 DD Matthew Ownby PQD Yusuke Ohashi CGD Yukimasa Matsuda PRM Reiko Sato DMM Arata Doi CGD Yukimasa Matsuda
9:23	Intermission	
9:28	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. Total votes cast: 145. Necessary for adoption (majority): 73. Those in favor: 142. Those against: 3. The budget was adopted.	DD Matthew Ownby DD Matthew Ownby AM Ito
9:35	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.	DD Matthew Ownby Chair CGD Yukimasa Matsuda Chair PQD Yusuke Ohashi DD Matthew Ownby(Chair Katashi Ishihara)
9:45	Annual conference 2020 Conference Chair Kitamura explained using slide.	Chair Kyoko Kitamura
9:48	Annual conference 2021 DD Ownby on behalf of Chair Ishihara explained using the slide.	DD Matthew Ownby(Chair Katashi Ishihara)
9:50	New Business and Announcement Q&A We had no new business.	DD Matthew Ownby
9:58	Adjournment	DD Matthew Ownby



Adoption of the Agenda

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



Senior Office Reports



District Director Report






How Bigger, Better, Bolder Were We?

Matthew D. Ownby, DTM

THANK YOU!

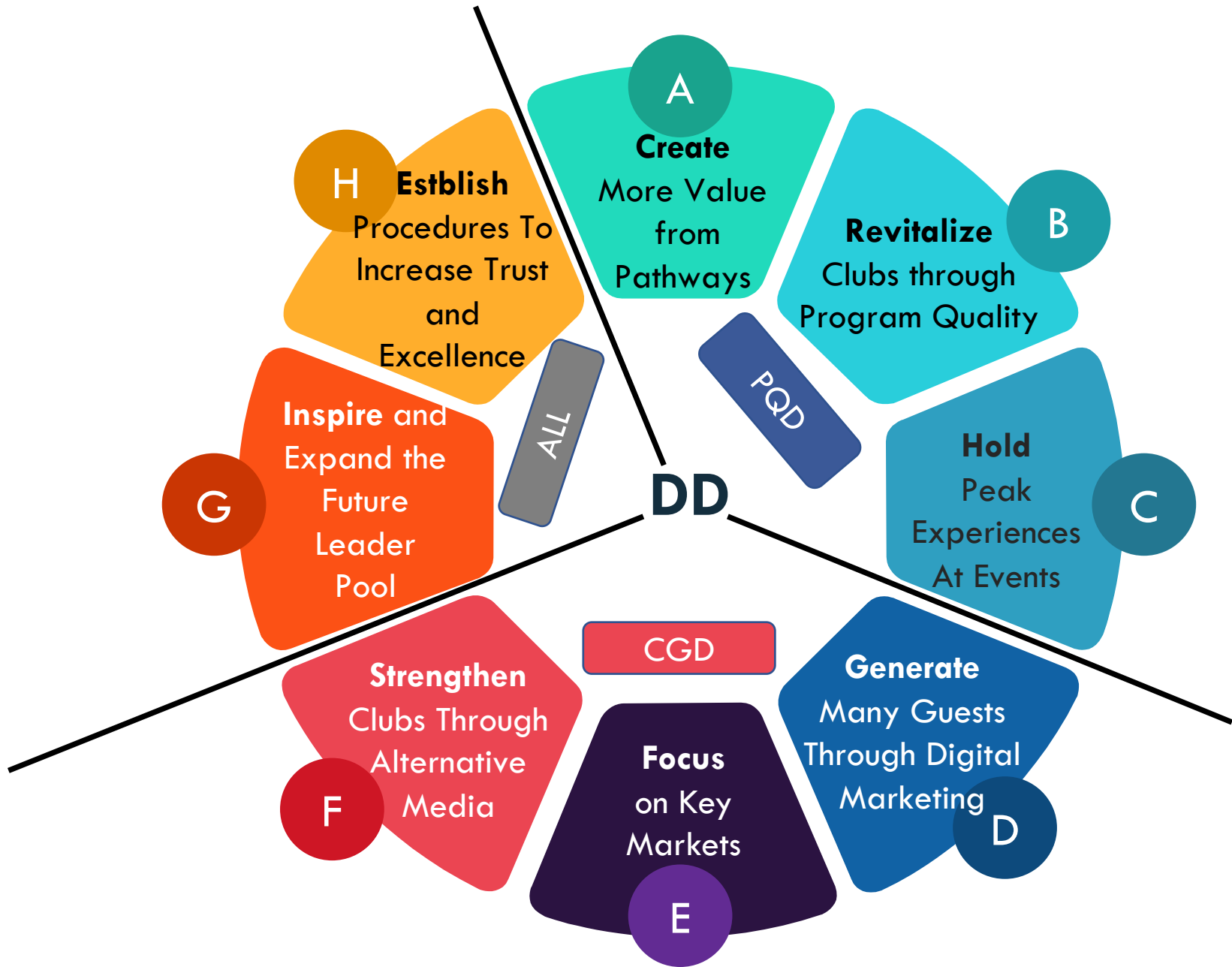
Current Situation

	2019.5	2020.5	
Paid Clubs:	193	215	
Paid Members:	8,996	9,199	
Distinguish Clubs:	48	66	

Goals (2019-2020)

	2018-2019		2019-2020
Active Clubs:	196	➔	220
Paid Members:	9,248	➔	10,150
Distinguish Clubs:	83 (<u>41%</u>)	➔	110(<u>50%</u>)

District 76 8 Strategies



Current Estimate

	2018-2019	Estimate	Goal
Paid Clubs:	196	215	220
		Smedley Distinguished	
Paid Members:	9,248	9,415	10,150
		Distinguished	
Distinguish Clubs:	83	100	110
		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



**Lot`s of
room to
grow!**

USA

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



New York Governor Cuomo



Tokyo Governor Koike

**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.)

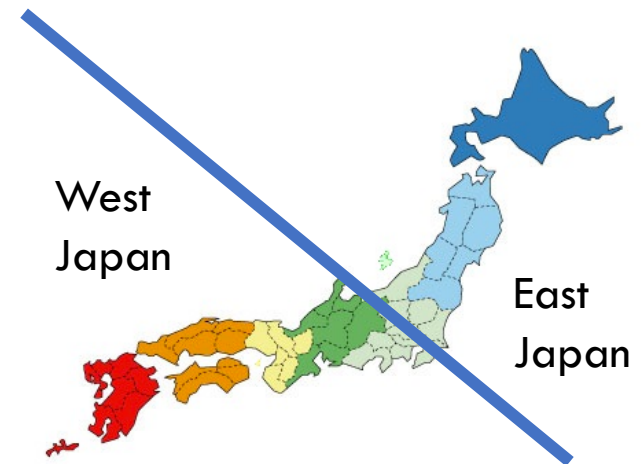
STEP 5: What is the best option?

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

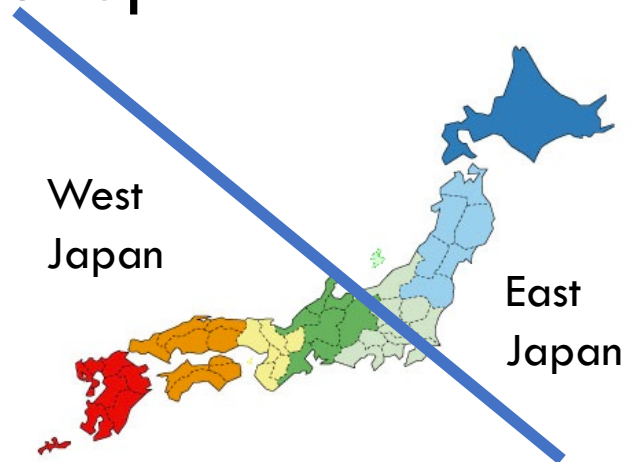
2020 Aug: Official Approval from TI

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



DD Summary

It is a trying situation for all clubs and all members. But we will all get through it. It is a questions 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 name 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

Smart Phone / Tablet



投票のスキップ Voting Test

1. Voting Test.
Which do you like apple or banana?

Apple りんご

Banana バナナ

Abstain 棄権

送信

Chose one of them.
どれか一つを選択ください。



投票のスキップ Voting Test

1. Voting Test.
Which do you like apple or banana?

Apple りんご

Banana バナナ

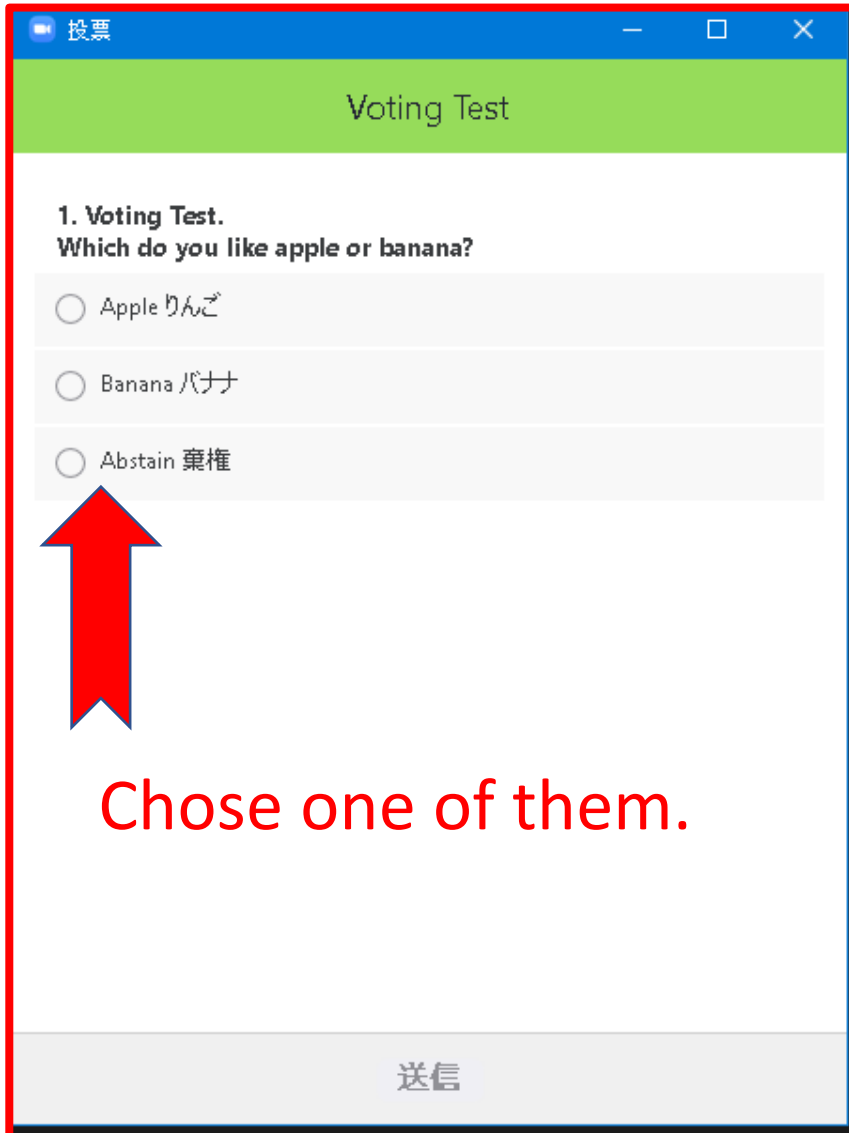
Abstain 棄権

送信

Press send button.
送信ボタンを押してください

Voting

Windows / Mac Client



投票

Voting Test

1. Voting Test.
Which do you like apple or banana?

☐ Apple りんご

☐ Banana バナナ

☐ Abstain 棄権

送信

Chose one of them.



投票

Voting Test

1. Voting Test.
Which do you like apple or banana?

☒ Apple りんご

☐ Banana バナナ

☐ Abstain 棄権

送信

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）

？ ？ ？ Votes

Banana （バナナ）

？ ？ ？ Votes

Ballot Counting 集計方法

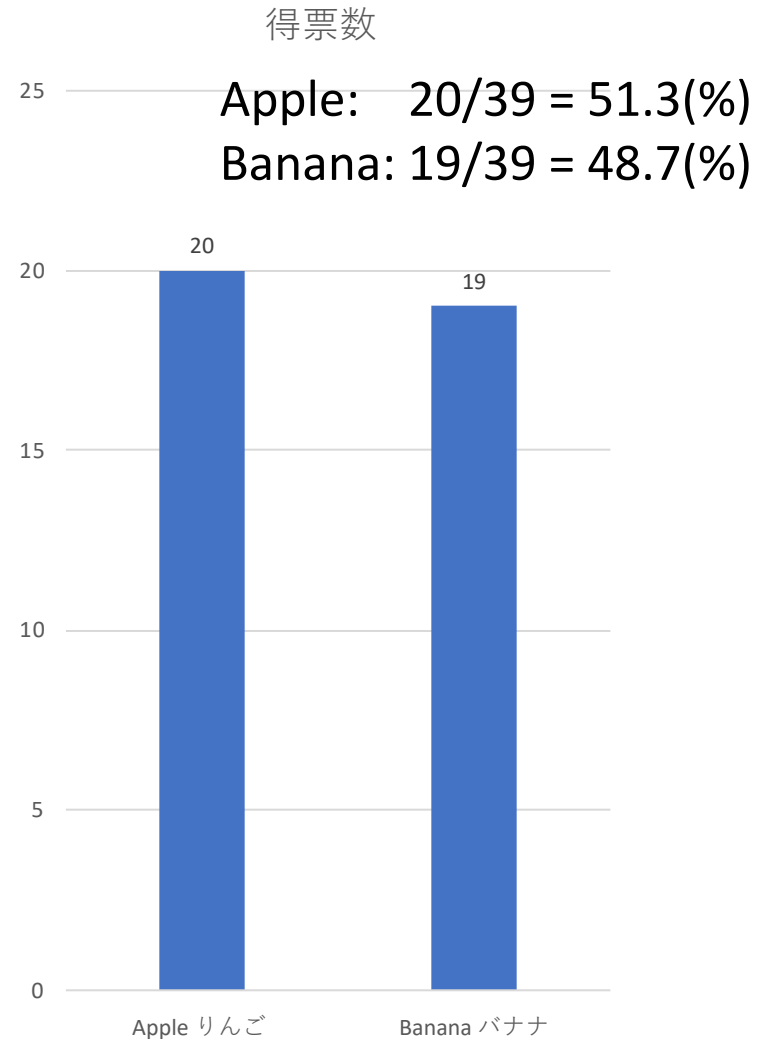
- Any candidate who receives a majority of votes cast will be elected.
 - In the case of a tie, we will vote again with the same candidates.
 - And we will continue this procedure until either one gets a majority.
-
- 過半数を獲得した候補者が当選となります。
 - もし、同点の場合は、同じ候補者にて再投票を行います。
 - どちらかが過半数を獲得するまで続けます。

Votes Cast Example (集計例)

Apple りんご	20
Banana バナナ	19
Abstain 棄権	10

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

棄権は無効なので、総投票数は**39**となります。
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

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."

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."

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



District Leadership Committee

IPPD Katashi Ishihara



2019-2020 Finance Report 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.*



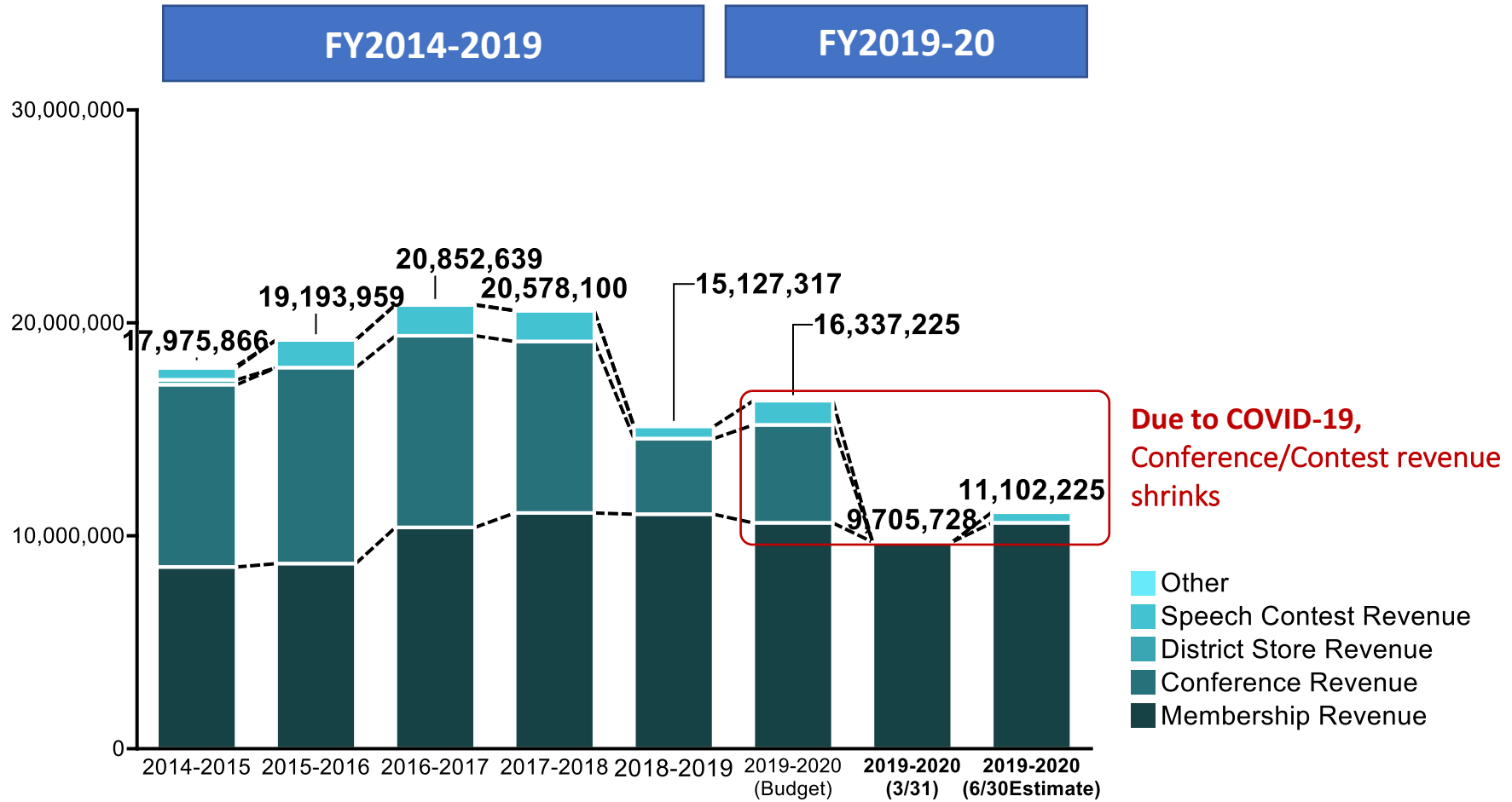
April 20, 2020

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

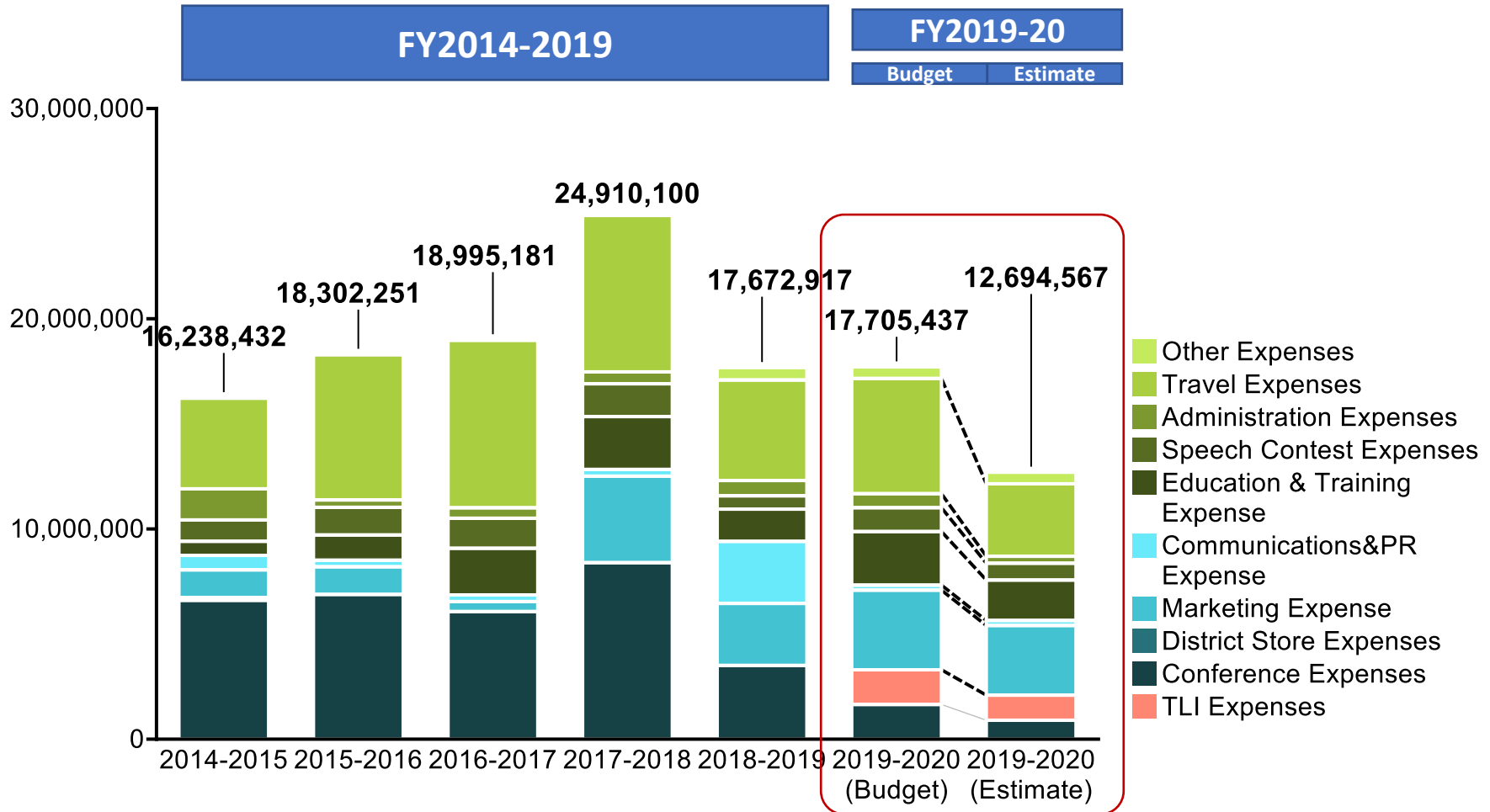
We have maintained Membership Revenue, but we don't have much Conference/Contest Revenue. This will not impact our finances.



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

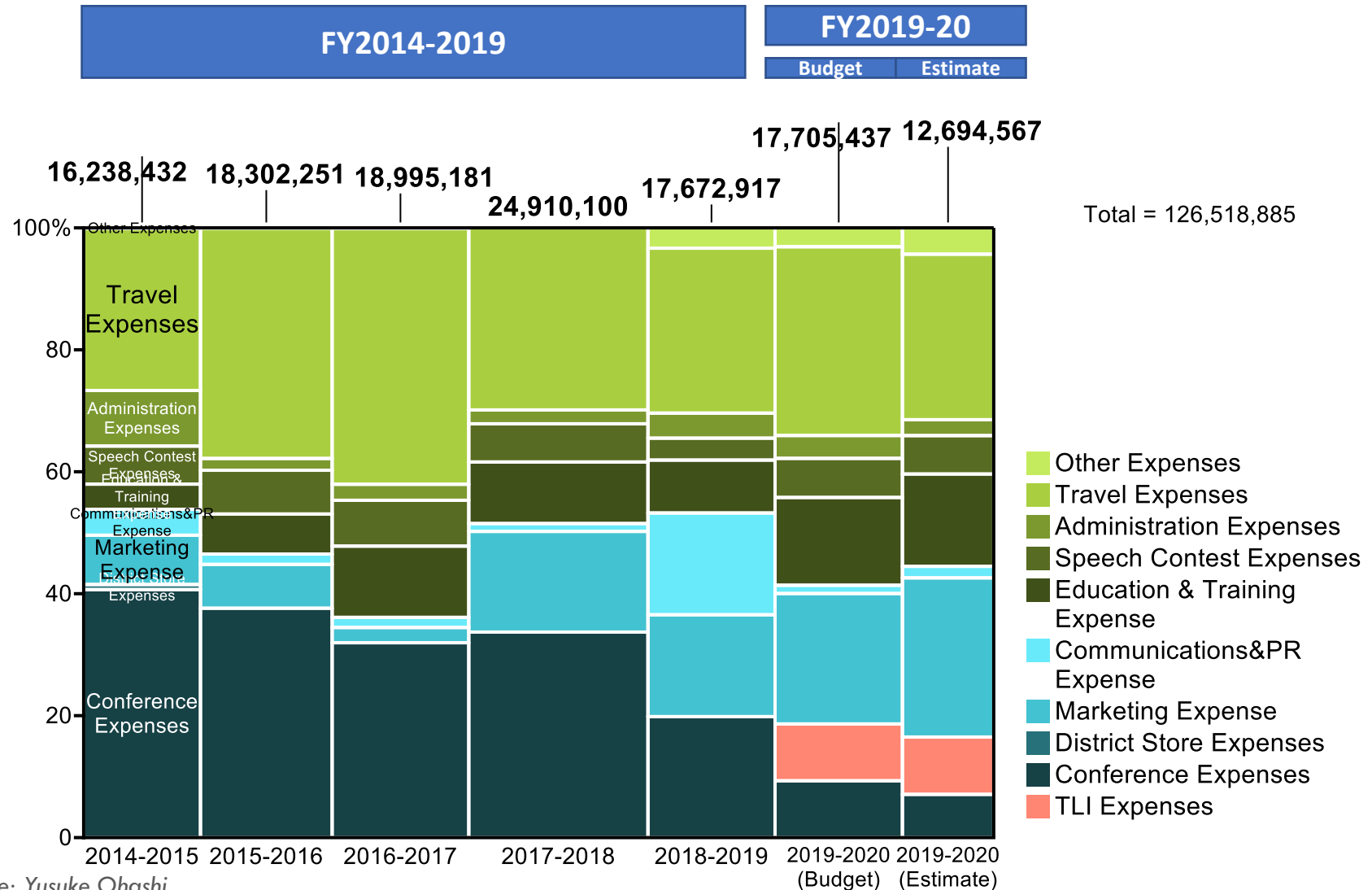
District Costs FY2014-FY2020

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



* Cancellation fee for Kyotoテルサ may be reimbursed by Kyoto due to the current situation of COVID-19

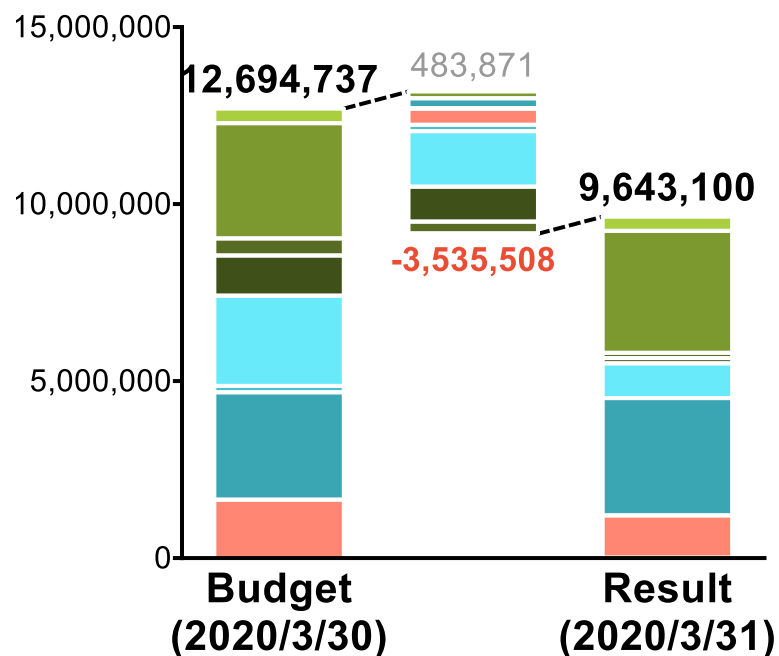
District Costs FY2014-FY2020



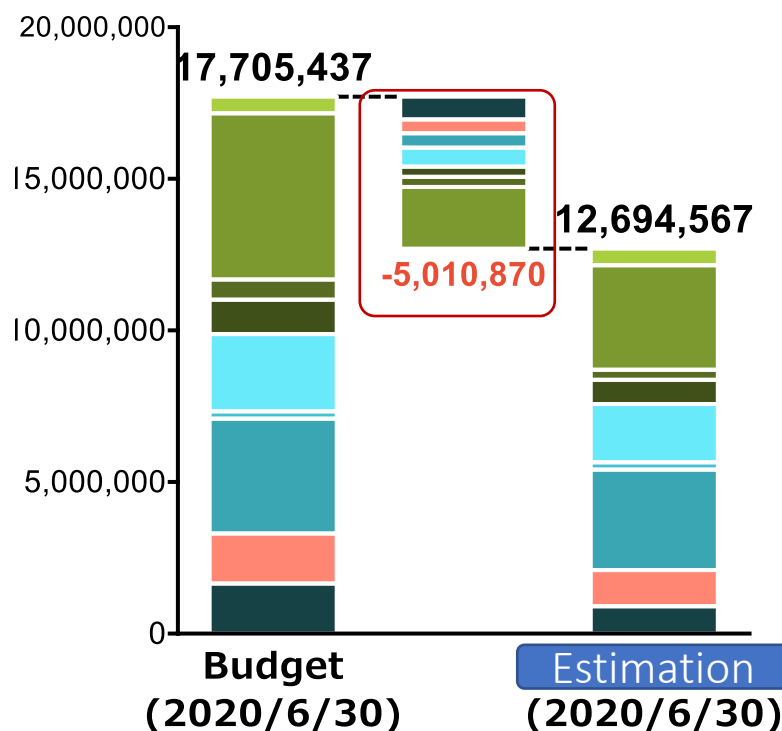
District Costs Variance (as of 3/31, 6/30 estimate)

- Other Expenses
- Travel Expenses
- Administration Expenses
- Speech Contest Expenses
- Education & Training Expense
- Communications&PR Expense
- Marketing Expense
- TLI Expenses
- Conference Expenses

Status as of 2020/3/31 (中間)

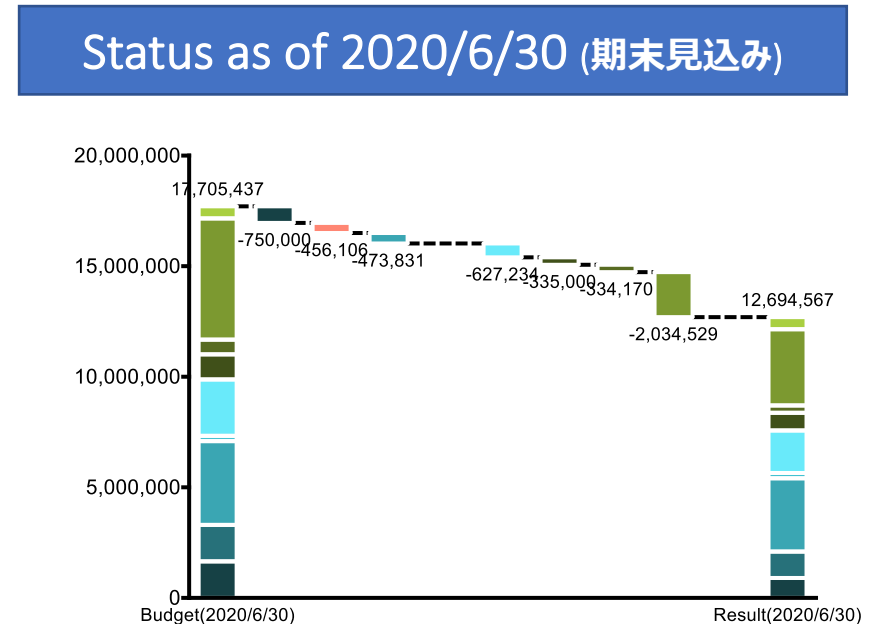
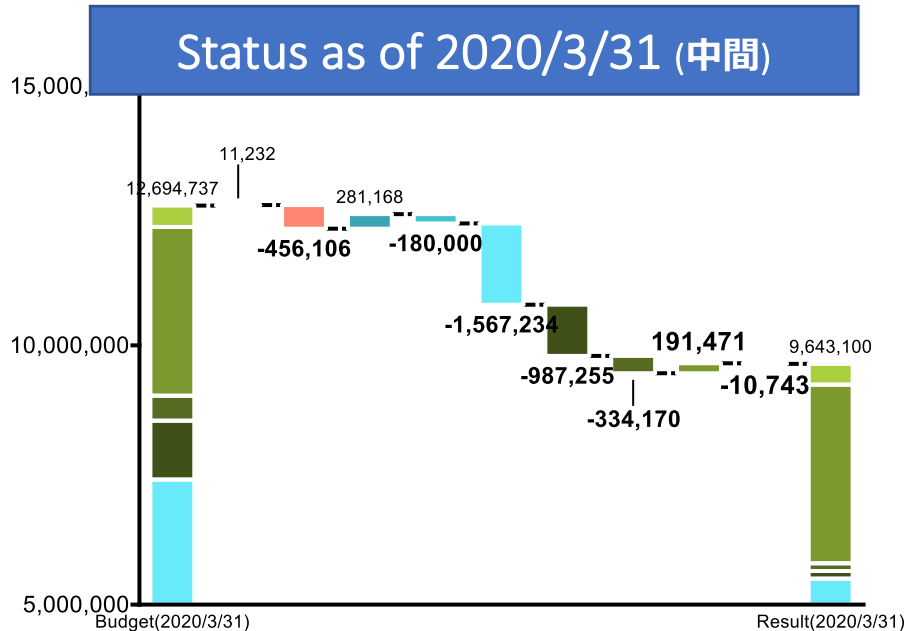
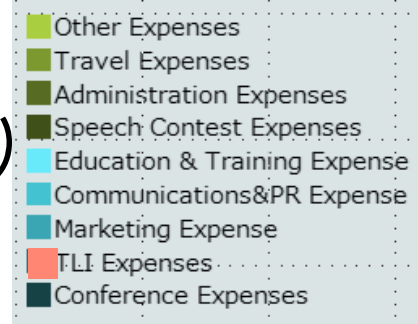


Status as of 2020/6/30 (期末見込み)



District Costs Variance (as of 3/31, 6/30 estimate)

Three major factors for Variance



Variance

Reasons

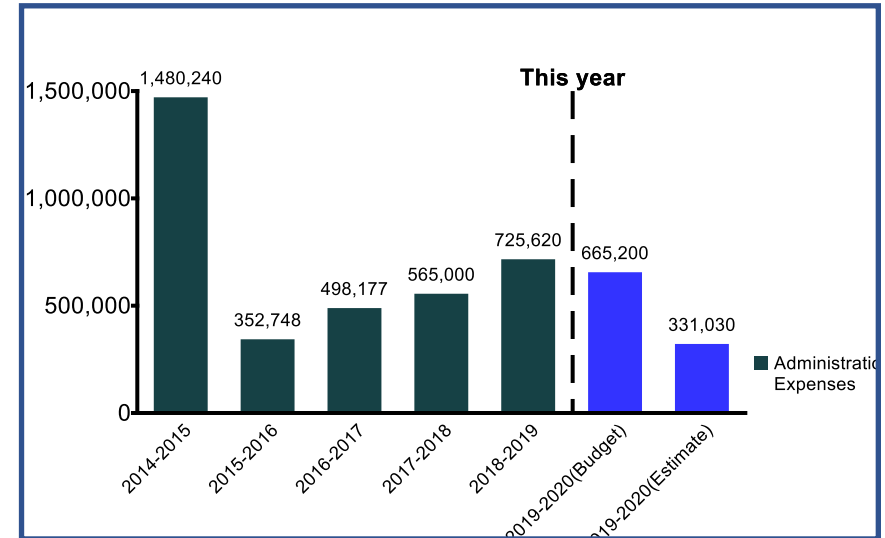
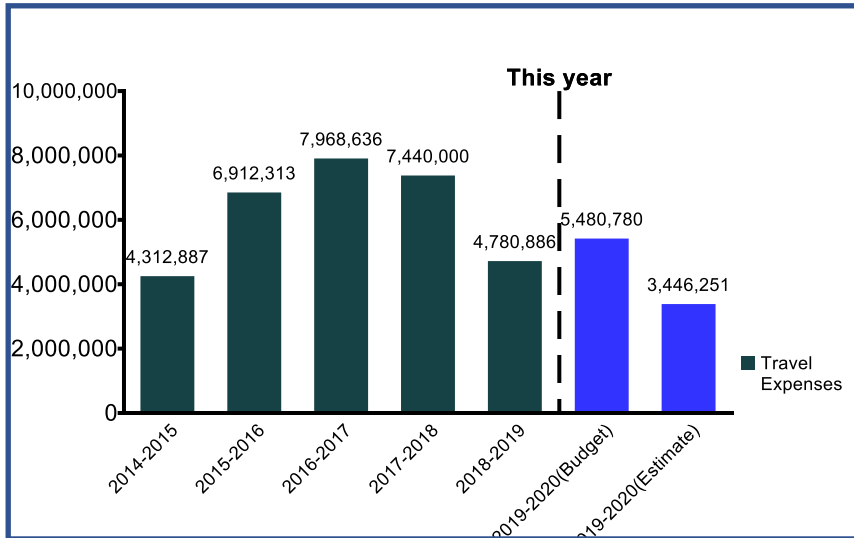
Travel Expenses	¥-2,034,529	<ul style="list-style-type: none"> Reverted to Online DCM#2/DEC#5
TLI	¥-1,083,340	<ul style="list-style-type: none"> Second TLI has postponed/ More reasonable venue charge
Education & Training		
Conference Expenses	¥-750,000	<ul style="list-style-type: none"> No Conference (Cancellation Fee)

Appendix: District Costs FY2020

		FY2019-20	
		Budget	Estimate as of 2020/6/30
PQD	Conference Expenses	¥1,650,000	¥900,000
	TLI Expenses	¥1,650,000	¥1,193,894
	Education & Training Expense	¥2,548,957	¥1,921,723
	Speech Contest Expenses	¥1,135,000	¥800,000
CGD	Marketing Expense	¥3,787,496	¥3,313,665
	Communications&PR Expense	¥240,000	¥240,000
DD	Administration Expenses	¥665,200	¥331,030
	Travel Expenses	¥5,480,780	¥3,446,251
	Other Expenses	¥548,004	¥548,004

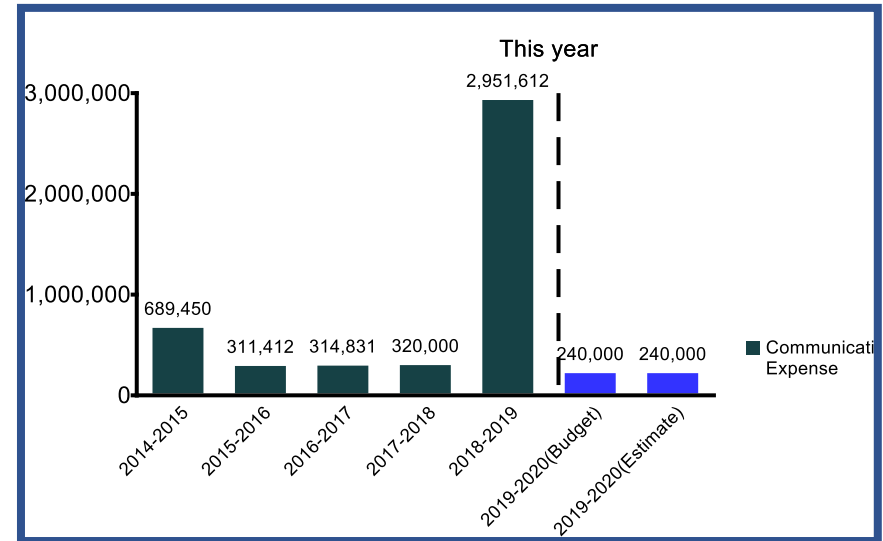
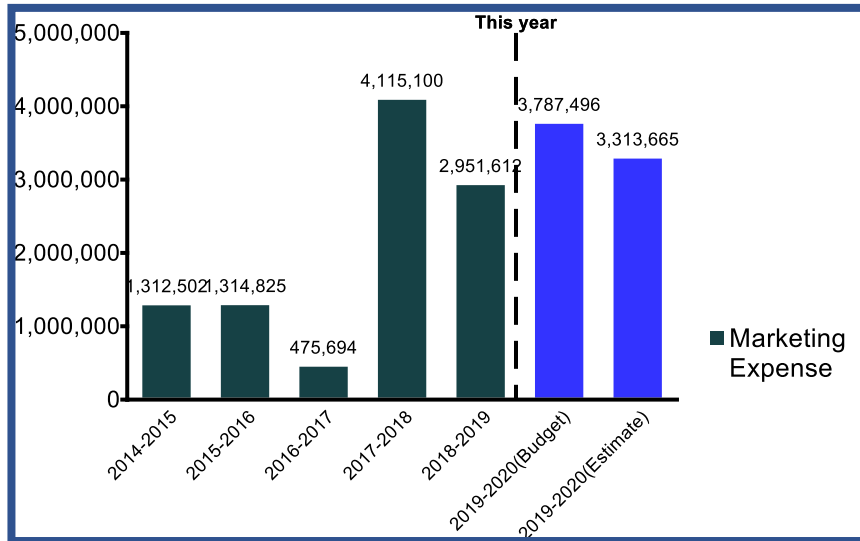
【Admin】

Travel Expenses and Administrative Expenses are reduced



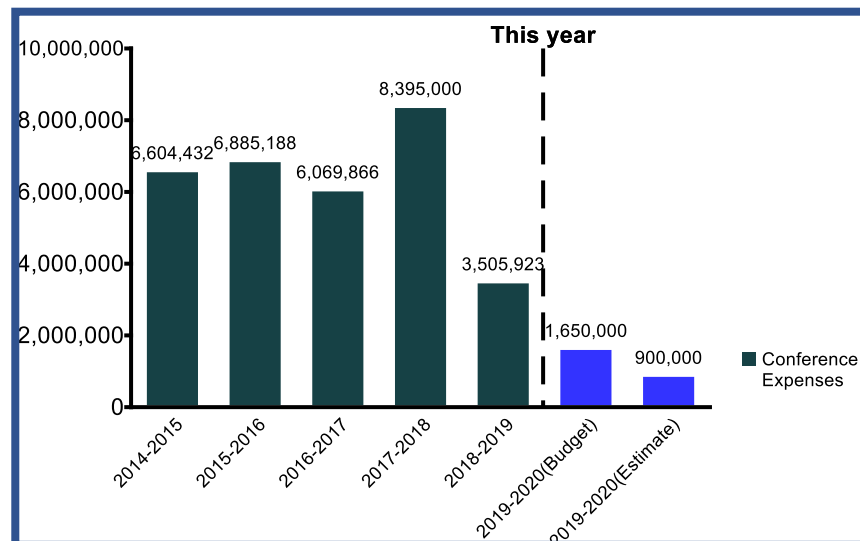
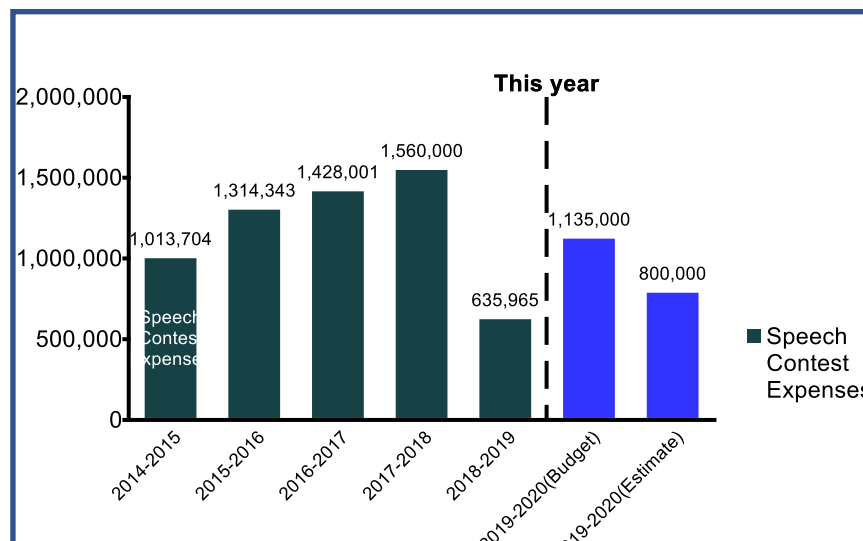
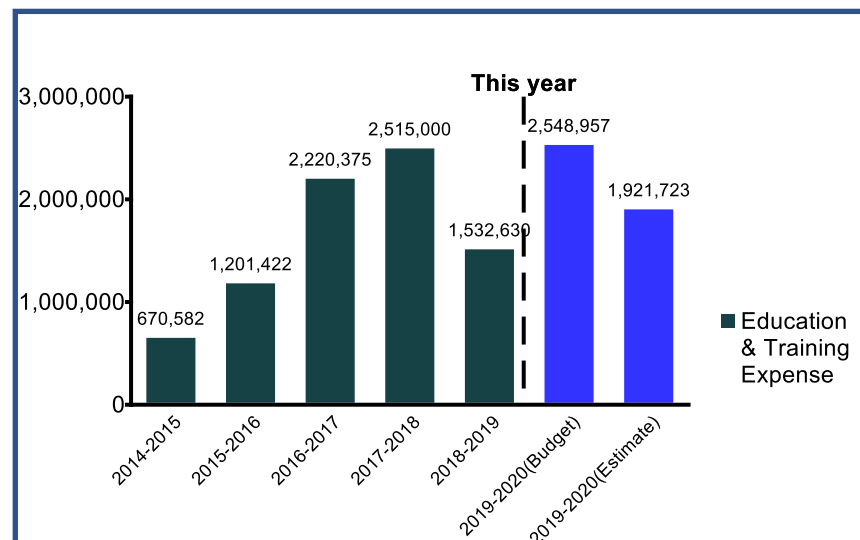
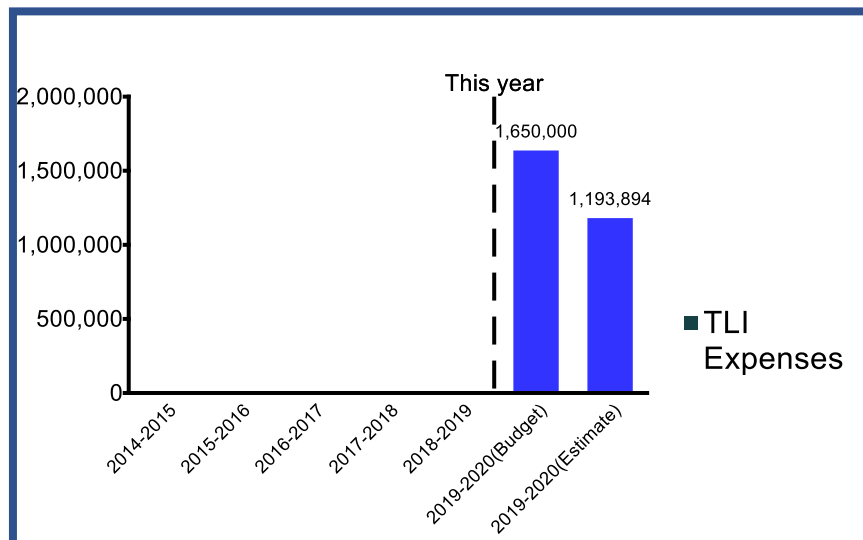
【Marketing & PR】

Sufficient Marketing investment

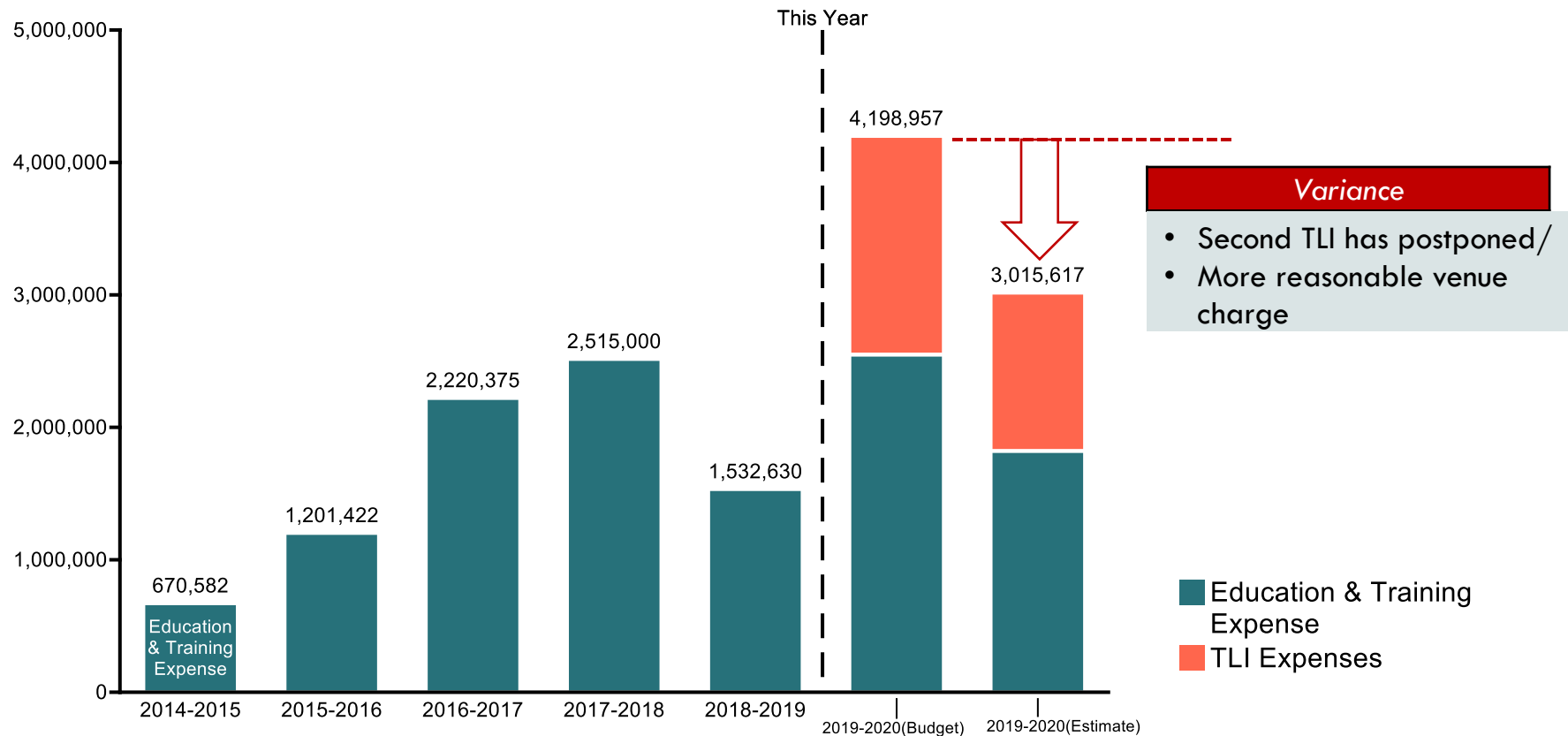


【Edu., etc.】

TLI/Education&Training/Speech Contest/Conferences



This year was the biggest investment ever for educational activities. TLI was first attempt to encourage members to connect





2019-2020 Mid Year Audit Report



2019-2020 Mid Year Audit Report

Audit Committee Chair Norihito Mayama

Purpose and Procedure

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

Result

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.

TOASTMASTERS
INTERNATIONAL®

2021 Annual Conference Committee



New Business



Outgoing Remarks



Incoming Remarks



Adjournment