

# District 76

## Minutes of the 2016-2017 Executive Committee Meeting (ECM) #1



2016-2017年度 ディストリクト76 第1回役員会 議事録

Date : Sunday, June 26th, 2016 2016年6月26日(日)  
Venue : Meeting Room #3, Sunpian Kawasaki サンピアン川崎(川崎市立労働会館) 第3会議室

Attendees : District Director \* Kiminari Azuma, (Immediate Past District Director after installation ceremony)  
District Director Sumiko Futana, Program Quality Director Kyoko Kitamura, Club Growth Director Katashi Ishihara,  
PR Manager Hiroyasu Tanabe, Finance Manager Kyoko Minamoto, Administration Manager Hiroki Ohara,  
Division A Director Shoji Kumagai, Division B Director Atsuhiko Nakayasu, Division C Director Kaz Iwasa,  
Division D Director Noriyuki Kobori, Division E Director Toshio Yada, Division F Director Setsu Suzuki  
Division G Director Mike Mukaida, Division H Director Hiroshi Nishiyama,  
Area 11 Manager Kumiko Shinoda, Area 12 Manager Bob Ishida, Area 13 Manager Hidenori Suzuki,  
Area 14 Manager Armando Simbulas, Area 15 Manager Sayuri Honma, Area 16 Manager Eugene Struzik,  
Area 21 Manager Seiko Komatsu, Area 22 Manager Noriaki Nakagawa, Area 23 Manager Sachiko Taguchi,  
Area 24 Manager Tanaka Ishida, Area 25 Manager Yuka Kisigami, Area 26 Manager Yoshihiro Kawano,  
Area 27 Manager Keita Matsuura, Area 31 Manager Maiko Fujiwara, Area 32 Manager Teruyo Eguchi,  
Area 33 Manager Akira Mizusawa, Area 34 Manager Kazutoshi Obara, Area 35 Manager Kazutaka Yamada,  
Area 36 Manager Yoko Kuroda, Area 41 Manager Daichi Murakami, Area 42 Manager Nobuko Tanaka,  
Area 43 Manager Junichi Sawaki, Area 44 Manager Taka Miyawaki,  
Area 46 Manager Tadaoki Yamamoto, Area 51 Manager Chieko Kimura, Area 52 Manager Kiichiro Saito,  
Area 53 Manager Ikuko Joken, Area 54 Manager Hideaki Jin, Area 55 Manager Go Marutani,  
Area 56 Manager Takako Aoi, Area 57 Manager Kenji Miyagawa, Area 61 Manager Akihiko Tsuboshima,  
Area 62 Manager Satoshi Kaneko, Area 63 Manager Kunio Minami, Area 64 Manager Masaru Okamura,  
Area 65 Manager Masami Sano, Area 71 Manager Kiyokazu Tanaka, Area 72 Manager Ai Tsuchihashi,  
Area 73 Manager Miyuri Fukuhara, Area 74 Manager Toshihiro Fukumitsu, Area 81 Manager Yumiko Otsuka,

Time	Agenda	Presenter
10:00	<b>Call to Order</b> The meeting began to call to order DD Azama. <b>Welcome</b> DD Azama presented welcome address. <b>Reading of the District Mission</b> DD Azama presented district mission. <b>Role Call and Certification of Quorum</b> AM Ohara certificated of quorum. Number of the executive committee members was 60, Quorum was 31, Attendance was 56. The quorum was constituted. <b>Adoption of Agenda</b> DD Azama presented agenda of the meeting. The agenda was adopted by all attendance.	DD Kiminari Azuma DD Kiminari Azuma DD Kiminari Azuma AM Hiroki Ohara DD Kiminari Azuma
10:05	<b>Installation Ceremony</b> DD Azuma presented Installation Ceremony for in-coming officers as below. 1. Incoming Area Directors, Division Directors 2. Public Relations Manager(PRM), Finance Manager(FM), Administration Manager(AM) 3. Club Growth Director(CGD), Program Quality Director(PQD), District Director(DD) All incoming officers accepted their roles, and got pins and ribbons. DD Azuma finished his role as District Director, and was become Immediate Past District Director.	DD Kiminari Azuma
10:30	<b>District Procedure and Annual Schedule</b> DD Futana proposed District 76 procedures (2016-2017) following attached handout. Procedures were adopted by all attendance. DD Futana proposed District 76 annual plan (2016-2017) following attached handout. Annual plan was adopted by all attendance.	DD Sumiko Futana
10:50	<b>District Directors Message (5 min.)</b> DD Futana explained the goal, WIG#2, of this term. DD Futana explained District 76 organization as below. 1. Executive committee members (IDPP, DD, PQD, CGD, PRM, FM, AM, Div., AD) 2. Executive committee meeting (5 times per year) 3. District council members (Club presidents, vice president of educations, and district officers) 4. Roles of area directors 5. Roles of division directors 6. Roles of district directors and managers 7. TI's value - Integrity, Respect, Service, Excellence	DD Sumiko Futana

	<p><b>PQD Message(5 min.)</b></p> <p>PQD Kitamura presented her policy as below.</p> <ol style="list-style-type: none"> <li>1. Club officers training</li> <li>2. Judge's training</li> </ol>	PQD Kyoko Kitamura
	<p><b>CGD Message(5 min.)</b></p> <p>CGD Ishihara presented his policy as below.</p> <ol style="list-style-type: none"> <li>1. Marketing (Motivating people to join the Toastmasters Club)</li> <li>2. Payments (Keeping status quality for clubs)</li> </ol>	CGD Katashi Ishihara
	<p><b>PRM Message(5 min.)</b></p> <p>PRM Tanabe presented his policy as below.</p> <ol style="list-style-type: none"> <li>1. Supporting club website (Setting club website in District website)</li> <li>2. Branding in Japan (Informing to all clubs to use TI's material)</li> </ol>	PRM Hiroyasu Tanabe
11:10	<p><b>Explanation of Expense Procedure (35 min.)</b></p> <p>FM Minamoto was presented for expense procedure as below.</p> <ol style="list-style-type: none"> <li>1. Transportation reimbursement (Following attached handout)</li> <li>2. Guidelines for filling in Area / Division contest financial report (Following attached handout)</li> </ol>	FM Kyoko Minamoto
	<p><b>Explanation of Mailing List (10 min.)</b></p> <p>AM Ohara explained mailing list as below.</p> <ol style="list-style-type: none"> <li>1. Mailing lists for District 76 ( For senior officers, cabinet, all district officers, and all club presidents and VPEs)</li> <li>2. Guidelines of mailing lists</li> </ol>	AM Hiroki Ohara
11:55	<p><b>New Business / Confirmation of Next ECM</b></p> <p>DD Futana announced to hold ECM2 on September 25 at Ikegami Kaikan, Ota-ku, Tokyo.</p> <p>DGD Mukaida invited to the 2016 District 76 Fall Conference in Hiroshima with promotional video.</p>	DD Sumiko Futana DD Sumiko Futana DGD Mike Mukaida
12:00	<p><b>Adjournment</b></p>	DD Sumiko Futana