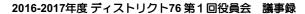
District 76

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





Presenter

DD Sumiko Futana

Date : Sunday, June 26th, 2016 2016年6月26日(日)

サンピアン川崎(川崎市立労働会館) 第3会議室 Venue : Meeting Room #3, Sunpian Kawasaki

Attendees	: District Director *	Kiminari Azuma.	(Immediate Past District Director after installation ceremony)

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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,

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10:00	Call to Order	DD Kiminari Azuma
	The meeting began to call to order DD Azama.	
	Welcome	DD Kiminari Azuma
	DD Azama presented welcome address.	
	Reading of the District Mission	DD Kiminari Azuma
	DD Azama presented district mission.	
	Role Call and Certification of Quorum	AM Hiroki Ohara
	AM Ohara certificated of quorum. Number of the executive committee members was 60, Quorum was 31, Attendance was 56.	
	The quorum was constituted.	
	Adoption of Agenda	DD Kiminari Azuma
	DD Azuma presented agenda of the meeting. The agenda was adopted by all attendance.	

10:05 Installation Ceremony

Time

DD Kiminari Azuma 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.

Agenda

DD Azuma finished his role as District Director, and was become Immediate Past District Director.

District Procedure and Annual Schedule

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.

10:50 District Directors Message (5 min.)

DD Sumiko Futana

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

	PQD Message(5 min.)	PQD Kyoko Kitamura
	PQD Kitamura presented her policy as below.	
	1. Club officers training	
	2. Judge's training	
	CGD Message(5 min.)	CGD Katashi Ishihara
	CGD Ishihara presented his policy as below.	
	Marketing (Motivating people to join the Toastmasters Club)	
	2. Payments (Keeping status quality for clubs)	
	PRM Message(5 min.)	PRM Hiroyasu Tanabe
	PRM Tanabe presented his policy as below.	
	Supporting club website (Setting club website in District website)	
	2. Branding in Japan (Informing to all clubs to use Tl's material)	
11:10	Explanation of Expense Procedure (35 min.)	FM Kyoko Minamoto
	FM Minamoto was presented for expense procedure as below.	
	Transportation reimbursement (Following attached handout)	
	2. Guidelines for filling in Area / Division contest financial report (Following attached handout)	
	Explanation of Mailing List (10 min.)	AM Hiroki Ohara
	AM Ohara explained mailing list as below.	
	1. Mailing lists for District 76 (For senior officers, cabinet, all district officers, and all club presidents and VPEs)	
	2. Guidelines of mailing lists	
11:55	New Business / Confirmation of Next ECM	DD Sumiko Futana
	DD Futana announced to hold ECM2 on September 25 at Ikegami Kaikan, Ota-ku, Tokyo.	DD Sumiko Futana
	DGD Mukaida invited to the 2016 District 76 Fall Conference in Hiroshima with promotional video.	DGD Mike Mukaida
12:00	Adjournment	DD Sumiko Futana