



2010-2011

APP/Operations Report

April 2011

Appreciation to the following committee members who reviewed messages and added comments and corrections to the previous APP manual.

Committee Members:

*Ede Ferrari-D'Angelo, District Governor
Wes Hoover, Education & Training Lt. Governor
Richard Elliott, Marketing Lt. Governor
Cynthia Trinidad, Public Relations
Bryce Robbins, Treasurer
Gary Osterbach, Audit Chair
Norm Cook, Web Master
Kelly Teenor, Nominating Committee Chair
John Angiolillo, Data/Calendar/Directory
Bob Hudack, Realignment*

*Harry Yang, Division A Governor
Linda Ulrich, Division B Governor
Paul Wims, Division B Representative
John Muse, Division C Governor
Peg Klinck, Division C Representative
Ben Bolisay, Division D Governor
Nanda De Roes, Division D Representative
Pan Kao, Division E Governor
Blossie Johnson, Division E Representative
Mani Chinnaiah, Division F Governor
Steve Chandler, Division G Governor
Efrain Gonzalez, Division H Governor*

There were several exchanges of email messages and a meeting in December 2011. Since the name “Policies and Procedures” is controlled by Toastmasters International, the committee agreed to change the name to Operations Manual. It is intended to assist the District with the operations of the appropriate roles while following the procedures from International.

The following changes appear in the newly revised Operations Manual, dated April 2011. It includes the realignment suggested by *Bob Hudack, DTM, PDG*. It was accepted by the leaders affected. It also includes an extensive revision by *Kelly Teenor, DTM, PDG*.

A list of the changes is enumerated below.

- *Ede Ferrari D'Angelo's* Education and Training recognition at the 2010 Convention was updated.
- The history for the year 2009-2010 under *Maira Pinada, DTM, PDG* per her message.
- In section 2, the last recipients for the Gene Beckwith, Communication & Leadership, Roy D. Graham awards were added.
- The new Helen Blanchard, “Homer” award was added and described.
- The Nominating Committee Section 4.2, was completely reviewed and updated to follow the procedures for Toastmasters International by *Kelly Teenor, DTM, PDG*.
- The section 4.8 is in dire need to be updated. *Norm Cook, DTM, PDG*, has accepted the duty of modernizing the complete section “District Communications – Newsletter, E-Mail, and Web Services”. He has chosen a committee to assist him. It will not be done for the revision but for the next year.
- The new proxy procedure for the International Convention was incorporated in section 6.1. The messages sent to presidents last year was used and the partial information on line under the Toastmasters website. There is no official section incorporated in the International manuals yet.
- The positioning of new clubs was changed to follow the rules enforced by headquarters as opposed to the District choice. It is to be decided by the District Governor.
- The yearly theme for District Governors is no longer allowed. Only the International President’s theme is to be used. This was noted in the history.

- *Bob Hudack*, DTM, PDG, realigned the boundaries of the areas in Division A to allow for the new clubs.
- Clarifications of the duties for the Marketing Lt. Governor and the Public Relation Officer. They were not in agreement with the definitions online. However, The ones online are more complete and may be changed more easily depending on the desires of each officer as long as there is no conflict with those described in the District Leadership Handbook.
- A few corrections were done wherever needed.

Colette Gardner

