

## **APP Committee Report, 2008**

The Administrative Policies and Procedures (APP) Committee met on February 2 and 23, 2008 to review the APP manual and the area alignments for 2008-2009. The committee recommends the district council approve the updates listed below.

The district thanks the following members of the APP Committee for their dedicated service: Norm Cook, PDG, Chair, Jimmy Adams, Daniel Cossack, Joy Hodges, Paul Wims, Gerald Fleischmann, Peg Klinck, LaVerne Leonard, Richard Elliot, Alex Ruiz, Mary Berg, Bill Neal, Darryl Tahirali, Lucia Adams, and Donna W. Smith. The committee gratefully acknowledges the assistance of Alanda Dyer, Bob Hudack, and Lyle Wiedeman.

### **Overview**

Numerous grammatical/ typographical/ formatting changes were made; section 2 (district history) was updated; the district communication chart 3.1 was reinstated, having inadvertently been omitted from the past several revisions of the APP manual; paragraph 4.8.2 was revised to better define the district Internet Communications Committee; paragraph 5.6.2.b was clarified to define how travel is to be measured; and paragraph 7.1.5 was clarified to better define how the winner of the Roy D. Graham Award is to be determined.

The committee investigated if any past district governors in section 2.2 or Beckwith Award winners in section 2.4 were deceased. No definitive information could be found so the committee made no changes to the lists.

The committee recommends that lists for past recipients of District-level Toastmasters of the Year, Area Governors of the Year, Division Governors of the Year, Public Relations Award, and Roy D. Graham Award be added to the history section. District Secretary LaVerne Leonard will review district records and compile such lists as information is available, to be included in next year's revision of the APP manual.

The committee recommends that prior years' versions of the APP manual be archived on the district web site for historical purposes.

The committee reviewed the area alignments of clubs and submits for approval its recommendations for 2008-2009, with the understanding that slight changes may be necessitated by the addition of new clubs prior to June 30, 2008.

### **Motion**

The APP Committee moves to adopt the updates to the APP manual in Section 2 (District History), Section 4.8.2 (District Internet Communications Committee), Section 5.6.2.b (Lodging), and Section 7.1.5 (Roy D. Graham Award) as specified in the following pages. It is further moved to approve the 2008-2009 area alignments of clubs as specified in the following tables.

## Specific Changes to Founder's District APP Manual

Underlined text indicates additions. Struck-out text indicates deletions.

### Proposed changes to Section 2

1. Section 2.1 District History—Add:  
In 2006-2007 Founder's District achieved Distinguished status under District Governor Celly Adamo, DTM. For outstanding leadership performance during this term, at the Hall of Fame Awards ceremony at the 76th Annual Convention in Phoenix, Arizona, August 17, 2007, Toastmasters International recognized Alanda Dyer, DTM, Lieutenant Governor of Education and Training for Excellence in Education and Training; and H. D. Boesch, DTM, Lieutenant Governor of Marketing for Excellence in Marketing.
2. Section 2.2 District Governors and Their Terms of Office—Add: 66<sup>th</sup> Alanda K. Dyer, DTM 2007-2008 "Speak, Lead, Achieve!"
3. Section 2.4 "Gene" Beckwith Memorial Awards—Add: 2006-2007 recipients – Fall, Edward J. Mihalka, DTM; Spring, Fred Springer, DTM & Wilma Springer, DTM, PDG.
4. Section 2.5 Communication & Leadership Awards—Add: 2006-2007 recipients: Fall, Rick Reiff, Pulitzer Prize-winning journalist, Orange County Business Journal; Spring, Erin Runnion, Founding Director of the Joyful Child Foundation.

### Proposed changes to Section 4.8.2

#### **4.8.2 ~~E-Mail & Web Services~~ Internet Communications Committee**

**4.8.2.1 Authorization** - Founder's District Administrative Bylaws, Article XI (d). District Leadership Handbook, Catalog No. 222.

**4.8.2.2 Purpose** – Provide and enhance Internet-mediated communication among District leaders, the District and Clubs, and the community at large.

**4.8.2.3 Membership** – An assistant as a general advisor who is a Founder's past District officer (as much as is practical); and other members assigned by the District Governor, ~~at the recommendation of the Public Relations Officer.~~

**4.8.2.4 Responsibility** – ~~Maintain and update the web site <http://www.foundersdistrict.org>~~ Manage Internet-mediated District communications.

#### **4.8.2.5 Procedure**

- a. Maintain the District's rights to the use of the Internet domain name "**foundersdistrict.org**" and any other domain names or Internet-related subscriptions owned by the District. Monitor this annually, or more frequently as needed.
- b. Maintain the web site <http://www.foundersdistrict.org> under the District Governor with advisement from the DELP committee, ~~under the specific guidance of the Public Relations Officer.~~
- c. Perform duties as prescribed by the ~~Public Relations Officer~~ or District Council.
- d. Produce an online version of *The Founder* newsletter in cooperation with *The Founder* editor.
- e. Maintain e-mail aliases and mailing lists to promote communications between the District Council and District officers.

- f. Ensure compliance with Toastmasters International policies as well as State and Federal privacy laws.
- g. Conduct an annual review to determine the District's needs in regard to e-mail accounts, lists, and forwarding addresses required. Make a recommendation to the District Governor, Lt. Governor Education & Training, and the Lt. Governor Marketing for approval. Document changes to promote an orderly transition each year.
- h. As the Internet is a rapidly evolving medium of communication, as much as practical, the ~~web services~~ Internet Communications Committee should make an annual report regarding possible future uses and issues regarding Internet-mediated communications to the District Council.

#### Proposed change to Section 5.6.2.b

Amend the final sentence of Section 5.6.2.b to read:

Out-of-town presenters may be authorized one night's lodging at the conference location if travel is more than 100 miles one way from the presenter's residence to the conference location, at the discretion of the District Governor.

#### Proposed changes to Section 7.1.5

##### **7.1.5 Roy D. Graham Award**

The Roy D. Graham Award is given in memory of Past International Director, Roy D. Graham DTM. Roy was a life-long Toastmaster member, having been a member for over 50 years and is credited as having created and implemented the Speechcraft Leadership Program for Toastmasters International. This award has been given out since 1987 and was originally designed to help promote attendance at the conferences.

The award is given out twice a year; once at the Founder's District Fall Conference and at the Founder's District Spring Conference. The recipient of this award is the Area Governor who has the most members in their Area registered and in attendance at the conference ~~and are present for lunch and dinner.~~ To be eligible to receive the award, the Area Governor must be present at the District Council business meeting during the conference. ~~This award has been given out since 1987 and was originally designed to help promote attendance at the conferences.~~

Area Alignments of Clubs

Division "A"			
2007-2008		2008-2009	
A1	1	A1	1
A1	2592	A1	2592
A1	5598	A1	5598
A1	6724	A1	6724
A1	921159	A1	921159
A1	MILI		
A2	231	A2	231
A2	805	A2	805
A2	1300	A2	1952
A2	4423	A2	4423
A2	777943	A2	5275
A3	1952	A3	4274
A3	4274	A3	9873
A3	5275	A3	677563
A3	5410	A3	MILI
A3	9873		
A3	677563		
A4	2116	A4	2116
A4	4042	A4	5410
A4	5580	A4	9680
A4	9680	A4	640005
A4	640005		
A5	583774	A5	583774
A5	758811	A5	758811
A5	769208	A5	769208
A5	809720	A5	809720
A5	966394		
		22 clubs	

Club MILI moved to Area A3

Club 777943 eliminated

Club 1952 moved to Area A2

Club 5275 moved to Area A2

Club 5410 moved to Area A4

Club 4042 eliminated

Club 5580 eliminated

Club 966394 eliminated

Division "B"			
2007-2008		2008-2009	
B1	2151	B1	2151
B1	3292	B1	3292
B1	5278	B1	5278
B1	9452	B1	9452
B1	1003430	B1	1003430
B1	1049068	B1	1049068
B2	6	B2	6
B2	416	B2	416
B2	729	B2	729
B2	8360	B2	8360
B2	8735	B2	8735
B2	1100446	B2	1100446
B3	115	B3	115
B3	200	B3	200
B3	589	B3	589
B3	1699	B3	1699
B3	9170	B3	9170
B3	1010248	B3	1010248
B4	554	B4	554
B4	1758	B4	1758
B4	1962	B4	1962
B4	2436	B4	2436
B4	867669		
B5	7849	B5	7849
B5	8999	B5	8999
B5	699690	B5	699690
B5	835704	B5	835704
B5	989888	B5	989888
		27 clubs	

Club 867669 eliminated

Division "C"			
2007-2008		2008-2009	
C1	192	C1	7493
C1	7493	C1	9331
C1	9331	C1	9332
C1	9332	C1	838938
C1	838938	C1	1040947
C1	1040947		
C2	100	C2	100
C2	3686	C2	3686
C2	6641	C2	6641
C2	6851	C2	6851
C2	982071		
C3	165	C3	165
C3	4842	C3	4842
C3	7016	C3	7016
C3	8771	C3	8771
C3	8860	C3	8860
C4	179	C4	179
C4	615	C4	615
C4	4232	C4	4232
C4	870344	C4	870344
C4	999941	C4	999941
C5	691	C5	691
C5	770	C5	770
C5	6570	C5	6570
C5	8660	C5	8660
C5	8951	C5	8951
		24 clubs	

Club 192 moved to Area D4

Club 982071 eliminated

Division "D"			
2007-2008		2008-2009	
D1	3425	D1	3425
D1	4007	D1	4007
D1	4181	D1	4181
D1	4836	D1	4836
D1	9591	D1	9591
D2	417	D2	417
D2	3033	D2	3607
D2	3607	D2	3836
D2	649133	D2	649133
D3	407	D3	407
D3	460	D3	460
D3	4433	D3	4433
D3	5270	D3	5270
D3	1059533	D3	1059533
D4	602	D4	192
D4	3773	D4	602
D4	3836	D4	3773
D4	5372	D4	5372
D4	5639	D4	5639
D5	72	D5	72
D5	2164	D5	2164
D5	2565	D5	2565
D5	2757	D5	2757
D5	5224	D5	5224
		24 clubs	

Club 3033 eliminated

Club 192 moved from Area C1

Club 3836 moved to Area D2

Division "E"			
2007-2008		2008-2009	
E1	2	E1	2
E1	2495	E1	1246
E1	6366	E1	2495
E1	1035030	E1	6366
		E1	1035030
E2	20	E2	20
E2	587	E2	587
E2	1246	E2	2741
E2	2741	E2	585096
E2	585096	E2	743962
E2	743962		
E3	9	E3	9
E3	37	E3	37
E3	3127	E3	3127
E3	5884	E3	5884
E3	984242	E3	984242
E4	882	E4	882
E4	5803	E4	5803
E4	6245	E4	6245
E4	6437	E4	6437
E4	9450	E4	9450
E5	15	E5	15
E5	1880	E5	1880
E5	3828	E5	3828
E5	731282	E5	731282
E5	967070	E5	967070
		25 clubs	

Club 1246 moved to Area E1

Division "F"			
2007-2008		2008-2009	
F1	3678	F1	3678
F1	4438	F1	4438
F1	7278	F1	7278
F1	9377	F1	9377
F1	1009406	F1	1123037
F2	36	F2	36
F2	1927	F2	1927
F2	8638	F2	8638
F2	9524	F2	9524
F2	852128	F2	852128
F2	1030210	F2	1030210
F3	317	F3	317
F3	2740	F3	2740
F3	6492	F3	6492
F3	9314	F3	9314
F3	964945	F3	964945
F3	1123037		
F4	316	F4	316
F4	2230	F4	2234
F4	2234	F4	3742
F4	3742	F4	9317
F4	9317	F4	624723
F4	624723		
F5	219	F5	219
F5	1233	F5	1233
F5	1544	F5	1544
F5	825670	F5	825670
F5	1015103	F5	1015103
		26 clubs	

Club 1009406 eliminated

Club 1123037 moved to Area F1

Club 2230 eliminated

Division "G"			
2007-2008		2008-2009	
G1	1707	G1	4220
G1	5566	G1	4387
G1	6658	G1	4552
G1	827649	G1	5228
G1	940546	G1	6992
G2	86	G2	86
G2	2444	G2	6463
G2	6463	G2	6658
G2	7368	G2	7368
G3	734	G3	734
G3	4637	G3	4637
G3	7097	G3	7097
G3	8803	G3	8803
G3	909560	G3	909560
G4	2657	G4	2657
G4	7176	G4	7176
G4	9113	G4	9113
G4	9661	G4	9661
G4	867399	G4	867399
G5	4220		
G5	4387		
G5	4552		
G5	5228		
G5	6992		
		19 clubs	

Club 1707 eliminated  
Club 5566 eliminated  
Club 6658 moved to Area G2  
Club 827649 eliminated  
Club 940546 eliminated

Club 2444 eliminated

Area G5 renamed Area G1

Division "H"			
2007-2008		2008-2009	
H1	62	H1	62
H1	269	H1	269
H1	2387	H1	2387
H1	9586	H1	979692
H1	979692		
H1	982789		
H2	1055	H2	1055
H2	3364	H2	3364
H2	8462	H2	9811
H2	9811	H2	714988
H2	714988	H2	1008755
H2	1008755		
H3	2754	H3	2754
H3	2927	H3	2927
H3	5221	H3	6612
H3	6612	H3	8462
H3	1004825	H3	1004825
H4	873	H4	873
H4	1456	H4	1456
H4	3280	H4	3280
H4	6542	H4	6542
H4	912795	H4	912795
		19 clubs	

Club 9586 eliminated

Club 982789 eliminated

Club 8462 moved to Area H3

Club 5221 eliminated