

Dear District Council Member / Proxy Holder

Subject: 2011-2012 Operations (formerly APP) Report

My appreciation goes to the committee members who reviewed the proposed updates contained in this report. Thank you for your service to Founder's District:

Wes Hoover, District Governor  
Wilma Springer, District Parliamentarian  
Siri Payakapan, Division A Governor  
Frances Stein, Division A Representative  
Ligia Molina, Division B Governor  
Linda Ulrich, Division B Representative  
Wendy Lam-Tran, Division C Governor  
Celly Adamo, Division C Representative

Silvia Swigert, Division D Governor  
Nanda De Roes, Division D Representative  
Kris Krishnamurthy, Division E Governor  
Bobby Canseco, Division E Representative  
Neshat Motallebi, Division F Governor  
Sushma Rajput, Division G Governor  
Mary Berg, Division G Representative  
Trey Stroud, Division H Governor

Also, our gratitude goes to the 2010-2011 Operations Committee led by Colette Gardner. They worked diligently last year to bring the Manual current.

Here is a summary of the proposed 2011-2012 updates:

**Page 1: Section 1.4 References**

Add: "Policies and Protocol" Policy 8.3 District Leader Expenses dated April 2011

Delete:

"Expense Payments Available for District Officers and Speech Contestants" Policy G12 dated 2001

"Fiscal Management, District" Policy G17 dated 2001

**(Both were replaced with the Policies and Protocol document) from International)**

**Page 10: History of Founder's District**

Update to reflect accomplishments for 2010-2011, under the leadership of District Governor Ede Ferrari D'Angelo

**Page 18: Section 2.6 ROY D. GRAHAM, DTM, PID - Conference Attendance Award**

Add: Fall Award 2011-12 Ed Smith, D-3, ACS, CL

**Page 42 & 43: Section 5.7. TRAVEL ALLOWANCES**

Updated to follow procedures set forth from International's "Policies and Protocol" Policy 8.3 District Leader Expenses dated April 2011

Details of the proposed updates are on the following pages:

Respectfully submitted,  
Kelly Teenor, DTM, PDG  
2011-2012 Operations (formerly APP) Chair

## Revision History Page 1

3/2012	1.6	History was updated to provide a current account of activities between March 2011 and March 2012. Travel Allowances Section 5.7 was adjusted to be in line with International's Policy.	K. Teenor
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### Page 1: Section 1 1.4 References

Delete:

“Expense Payments Available for District Officers and Speech Contestants” Policy G12 dated 2001

“Fiscal Management, District” Policy G17 dated 2001

(These were replaced with the Policies and Protocol document)

Add:

“Policies and Protocol” Policy 8.3 District Leader Expenses dated April 2011

### Page 10: History of Founder's District

Add:

For the year 2010-2011, under the leadership of District Governor Ede Ferrari D'Angelo, DTM, Founder's District achieved Distinguished status and was ranked number 13 in the world. Among many activities that year, Ede re-introduced the Leadership Breakfast that was popular during the 1990s. This event brings together current and future District leaders for networking and education opportunities. At the International Convention, Wes Hoover, DTM, Lieutenant Governor of Education and Training was recognized for Excellence in Education and Training and Richard Elliot, DTM, Lieutenant Governor of Marketing was recognized for Excellence in Marketing.

Founder's District Governor for 2011-2012 is Wes Hoover, DTM. His term marked the first year of Toastmasters International's brand implementation which launched the International theme “Where Leaders are Made.”

### Page 18: Section 2.6 ROY D. GRAHAM, DTM, PID – Conference Attendance Award

Add:

2011-12 Ed Smith, D-3, ACS, CL

**Proposed**

**5.7. TRAVEL ALLOWANCES**

**5.7.1 Authorization:** [Reprinted verbatim from Toastmasters International Policies and Protocol Policy 8.3 District Leader Expenses](#)

**5.7.2. District Leader Expenses Paid by World Headquarters**

A. District expenses are governed by [Article XII, Section 2, of the Bylaws of Toastmasters International](#).

B. World Headquarters reimburses the travel expenses of the district governor and lieutenant governors (including for provisional districts) for the mid-year and August trainings as follows:

I. World Headquarters fully reimburses round-trip public transportation costs at the lowest rate between the passenger terminal nearest the training site and the home of the officer.

II. World Headquarters reimburses motor vehicle transportation at the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. Mileage reimbursement shall not exceed the lowest airfare rate. A person accompanying another person receiving reimbursement is not entitled to reimbursement.

III. World Headquarters reimburses actual costs incurred for any other mode of transportation not exceeding the lowest airfare rate.

C. District governors attending the International Convention each receive a \$30-per diem (not exceeding \$120) when the district governor attends the Candidates' Corner, Candidates' Showcase, and the Annual Business Meeting; one complimentary basic convention registration; and one complimentary President's Dinner Dance ticket.

**5.7.3. District Leader Expenses Paid by Districts**

A. District expenses paid by districts are governed by [Article XII, Section \(a\) of the District Administrative Bylaws](#). Expense reimbursements to district leaders must be included in the district budget.

B. For Mid-Year District Leader Training, districts may reimburse the district governor and lieutenant governors for registration, lodging, and transportation expenses not paid by World Headquarters.

C. For August District Leader Training and International Convention, districts may reimburse the district governor, lieutenant governors, and other leaders for whom training is provided and authorized by Toastmasters International, for registration, lodging, and transportation expenses not paid by World Headquarters.

D. For International Convention, districts may reimburse the immediate past district governor for registration, lodging, and transportation expenses not paid by World Headquarters.

E. Districts do not reimburse any other individuals for travel outside the district or for items related to travel outside the district.

F. Registration includes conference or convention registration and ticketed events and meals that are part of the conference or convention.

G. Lodging includes hotel accommodations, including applicable taxes; it excludes personal telephone expenses and other incidental expenses.

**5.7.4. General District Leader Expense Provisions**

A. Reimbursement of travel expenses is based on full participation and attendance.

B. Allowable travel expenses may include up to round-trip airfare or other public transportation (coach) or mileage up to the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service, and parking.

C. Travel expenses exclude motor vehicle rentals, gasoline, incidental expenses and meals.

D. If a district leader moves out of the geographic boundaries of the district from which that district leader was elected, reimbursement is based either on the residence at the time of election or on the current residence, whichever is less.

E. Districts do not provide any expense payments to speech contestants attending the International Convention.

**TABLE 5.7 TRAVEL ALLOWANCES, LEVEL RESPONSIBLE, AND AMOUNT**

**Legend**

Level Identifies entity that provides reimbursement; “TI” is Toastmasters International while “F” is Founder’s District.

Amount Indicates the amount of reimbursement the entity may provide. .

**International Convention Travel Allowances**

<b>Personnel</b>	<b>District Governor</b>	<b>LGET</b>	<b>LGM</b>	<b>IPDG (only if District is Distinguished)</b>	<b>International Speech Contestant</b>
Level	TI & F	TI & F	TI & F	TI & F	TI
Amount	F can reimburse expenses not paid by TI	F can reimburse expenses not paid by TI	F can reimburse expenses not paid by TI	F can reimburse expenses not paid by TI	Full