

District 217 District Executive Committee (DEC) Meeting Minutes - Rev 1

Meeting: District 217 District Executive Committee (DEC) Meeting

Date: August 15, 2026

Format: Virtual Meeting

Parliamentarian: Alicia Hughes

Recorder: Secretary/Administrative Team

Call to Order

The District Executive Committee meeting was called to order at 10:02 am by Glenn Scales. Meeting was handed over to District Director, Bryant Pergerson. Parliamentary procedures were presented by Alicia Hughes, who ensured proper handling of motions, amendments, and voting procedures throughout the meeting.

Agenda Approval

The agenda was presented and approved with an amendment to reduce the scheduled lunch break from one hour to 20 minutes due to the virtual meeting format.

Meeting and Council Dates Approved

DEC Meeting Dates

The following DEC meeting dates were established:

- August 15
- October 24
- January 16 (noted for future review due to the Martin Luther King Jr. holiday weekend)
- April 17

District Council Meeting Dates

The following District Council meeting dates were established:

- September 12 (4:00 PM – 6:00 PM)
- May 5 (7:00 PM – 9:00 PM) (noted for future review due to Cinco De Mayo)

Discussion included potential timing conflicts and the need to revisit certain dates if necessary.

Operating Procedures Approved

The DEC reviewed, discussed, amended, and adopted seven operating procedures.

A. Remote Leaders Primary Residence

Approved requirement that DEC members reside within District 217 boundaries.

- Motion to approve was presented by Roderick Gooden, seconded by Misty Mitchell

B. Revenue Below Budget / Expense Type Over Budget

Language was updated to clarify budget variances are guidelines for review and do not constitute automatic approval or denial of expenditures.

- Motion to approve was presented by Roderick Gooden, seconded by Sandy Campbell

C. Expense Reimbursement Options

Approved reimbursement methods including: Concur, Direct vendor payments, Debit/Credit cards, Wire transfers.

- Motion to approve was presented by Roderick Gooden, seconded by Sandy Campbell

D. Expenses Not Budgeted or Exceeding 10%

Approved requirement for prior TRIO approval and Finance Manager review.

- Motion to approve was presented by Janine D, seconded by Roland Lambe

E. Dissolved Club Funds

Approved clarification that dissolved clubs may choose, but are not required, to contribute remaining funds to the district.

- Motion to approve was presented by Roland Lambe, seconded by Michelle B

F. Mileage Reimbursement

Approved policy stating:

- First 100 miles of a round trip are not reimbursable.
- Mileage beyond 100 miles is reimbursed at the current IRS charitable mileage rate (currently \$0.14 per mile).
- Motion to approve was presented by Janine D, seconded by Misty Mitchell

G. Paid Subscription Service Administration

Approved requirement that district subscription services (e.g., Zoom, Meetup, Mailchimp) be registered under the District Director's official district email account. Additional examples were incorporated for clarity.

- Motion to approve was presented by Pamela F, seconded by Roland Lambe
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Program Quality Report

A Motion was made to combine all PQD reports to save time

- Motion was presented by Misty Mitchell, seconded by Janine D

Program Quality Director Misty Mitchell provided updates regarding:

- Club Officer Training
 - Pathways Club Challenge
 - District Contest Planning
 - The DEC voted to hold **Table Topics** as the second district-level contest, in addition to the required **International Speech Contest**.
 - Motion to approve was presented by Joleen Rasmussen, seconded by Sai D
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Club Growth Report

Club Growth Director Terrence Armstrong reported on:

- New club development
- Club coach assignments
- Membership and club growth initiatives

- Incentive programs
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Finance Report and Preliminary Budget

Finance Manager Joleen Rasmussen presented the district's financial status and a preliminary budget based on projected revenue of approximately **\$103,000**. The DEC approved the preliminary budget with the understanding that a more detailed budget will be presented at a later date.

- Motion to approve was presented by Roderick Gooden, seconded by Sandy Campbell
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Additional Reports

Public Relations

PR Manager Sandy Campbell emphasized:

- Effective use of district communication platforms
- Community engagement
- Building stronger member connections

Administrative and Logistics Reports

The committee voted to waive detailed Administrative and Logistics reports in the interest of time and adjourn the meeting at 1:30 pm

- Motion to approve was presented by Peggy Beach, seconded by Roland Lambe
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Key Actions and Decisions

Item	Decision	
Agenda	Approved with shortened lunch break	
DEC Meeting Dates	Approved	
District Council Dates	Approved	

Item	Decision
Operating Procedures A-G	Approved with amendments and clarifications
District Contest Format	Table Topics selected as second district contest
Preliminary Budget	Approved based on projected revenue of \$103,000