**Toastmasters International**

**District 72 District Executive Meeting**

**Sunday, 19 July 2020, 11:35am**

**See Appendix 1 for those present**

**1 Call meeting to order and welcome**

District Director (DD) Rob Woolley called the meeting to order at 11:37am, after a short delay because of a technology failure, and welcomed District Officers. He explained the decision-making process.

**2 Confirmation of quorum**

District Parliamentarian (DP) Carol Mitchell noted that a quorum for the District Executive Committee is the majority of executive members. At the beginning of this meeting, the Executive had six Senior Officers, four Division Directors and no Area Directors, making a total of ten members. These were the appointments made at the May 2020 District Council meeting. A quorum is, therefore, six members. DP Carol advised that ten members were present and the interim quorum was confirmed.

**3 Notice of meeting**

Administration Manager (AM) Erin Daldry read the notice of meeting.

**4 Speaking rights**

DD Rob reiterated that only District Officers have voting rights. District Officers include all Area Directors, all Division Directors, District Administration Manager Erin, District Finance Manager (FM) Philip Smith, Public Relations Manager (PRM) Tianyuan Qu, Club Growth Director (CGD) Kathryn Duncan, Programme Quality Director (PQD) David O’Brien and District Director Rob.

Under Toastmasters International Policy, DD Rob extended speaking rights to:

* DP Carol Mitchell
* Hosts Bailey Wood and Tim Law for the purposes of drawing attention to requests to speak made through the Zoom ‘chat’ function.

**5 Confirmation of District Officer and Field Officer appointments**

The following appointments have been made since the virtual District Council meeting held on 9 May 2020:

* Division G Director, Judy Love
* Division H Director, Owen Winter
* Area C1 Director, Graeme Hunt
* Area C3 Director, Pauline Payne
* Area C4 Director, Kayleen Gilder
* Area D1 Director, Peter Stikkelman
* Area D2 Director, Matt Jordan
* Area D3 Director, Ursula Keay
* Area D4 Director, Clare Law
* Area D5 Director, Judith Snelling
* Area E1 Director, Mary Jaksch
* Area E3 Director, Bryan Harrison
* Area E5 Director, Nic van Irsel
* Area E6 Director, Melissa Wong
* Area G1 Director, Zeena Khan
* Area G3 Director, Susanne Krejcek
* Area G4 Director, Anthony Fletcher
* Area G5 Director, Lydia Johnston
* Area H3 Director, Glen Pearce
* Area H4 Director, Mike McKee
* Area J1 Director , Pauline Cook
* Area J2 Director, Gary Nicholson
* Area J3 Director , Carol Wald
* Area J4 Director , Genevieve McLachlan
* Area J5 Director, Rose Wyse
* District Trainer, Helen Cartmell
* District Trainer, Kath Cherrie
* District Historian, Denis McCord
* District Technical Manager, Tim Law
* District Technical Manager, Bailey Wood

**Moved that the District Executive confirms the appointment of the officers as listed**

**Moved: David O’Brien PQD**

**Seconded: Kathryn Duncan CGD**

**CARRIED**

**6 Confirmation of quorum**

District Parliamentarian (DP) Carol Mitchell noted that a quorum for the District Executive Committee is the majority of executive members. At the beginning of this meeting, the Executive had six Senior Officers, six Division Directors and 22 Area Directors, making a total of 34 members. A quorum is, therefore, 18 members. DP Carol advised that 33 members were present and the quorum was confirmed.

**7 Apologies**

AM Erin reported apologies from the following District Officer:

* Pauline Payne, Area C3 Director

**Moved that the District Executive accepts the apologies**

**Moved: Graeme Hunt Area C1**

**8 District Mission**

PQD David read the District Mission statement.

**9 Changes to and confirmation of agenda and additional items**

No items were added to the agenda.

**10 Minutes of District 72 Executive Meeting**

The minutes of 8 May 2020 District Executive Committee meeting have been circulated. There were no corrections to the minutes.

**Moved that the minutes of the 8 May 2020 District Executive Meeting, as circulated,**

**are a true and correct record**

**Moved: Tianyuan Qu PRM**

**Seconded: Kathryn Duncan CGD**

**CARRIED**

**11 Matters arising from the minutes**

There were no matters arising from the minutes.

**12 Correspondence**

AM Erin stated that there were no items of correspondence concerning issues that need to be addressed by the Executive.

**13 Urgent business**

**13a Confirmation of Officer resignations**

The following resignation has been received since the virtual District Executive Meeting held on 8 May 2020:

* Diane Isherwood, Immediate Past District Director

**Moved that the District Executive accepts the resignation of the Officer as listed**

**Moved: David O’Brien PQD**

**Seconded: Graeme Hunt Area C1**

**13b Confirmation of new clubs into areas**

No new clubs have chartered since the 8 May 2020 Executive Committee meeting.

**14 Conference report**

**14 Report from Upper Hutt Conference May 2021**

PQD David reported that the Conference registration form is now on the District website, educators and speakers are being sought, and planning is well on track.

**Moved that the Upper Hutt Conference May 2021 report be received**

**Moved: David O’Brien PQD**

**Seconded: Graeme Hunt Area C1**

There was no discussion.

**CARRIED**

**14.1 Bids for future conferences**

The conference bid for May 2022 was previously approved. Therefore, there are no bids for conferences.

**15 Finance Manager’s reports**

**15 Draft District Financial Report to 30 June 2020**

FM Philip noted that this is an interim report for the 12 months ending 30 June 2020 because Toastmasters International have not finalised all their accounting aspects.

Revenue:

* Considerably lower than was budgeted for the year because of COVID-19. Membership revenue is not yet finalised but was lower than budgeted because of the ‘COVID’ drop in membership coinciding with the normal second renewal period.
* Conference revenue was all refunded.
* District Store revenue was a lot less than anticipated, dropping off faster than anticipated. District Store has been closed so all orders will now go through the USA. We are looking at implementing a system whereby name badges can be obtained from Australia.
* Other revenue is a lot lower because the District Service Charge (DSC) was, or is being, refunded. The DSC, which is $8 per member as at beginning of July, is proposed to be levied at the same rate in the coming year.
* Compared with the previous year, membership revenue has actually stood up reasonably well.

Expenditure:

* Also well below budget, largely because of COVID-19.
* Marketing was the largest category for the first time in a long time.
* Travel was still significant despite being stopped in the last quarter.
* Marketing, education and training, and travel dominate expenditure.
* District Store expenditure was down and we made a slight profit, partly because of charging D112 members postage.
* Marketing revolved around the ‘Back of the Bus’ campaign, billboard Billstickers and some Stuff advertorials run after Christmas, and Facebook advertising.
* Education and Training was well under budget because COVID moved us online.
* Club Officer Training costs were $5000 below budget because of awesome cost control by Division Directors pre-COVID.
* District Officer Training was also well below budget.
* Speech contests expenditure was reduced because the last contests were held online.
* Administration costs were below budget despite spending more on Zoom licences than anticipated.
* Travel dipped back below budget because of COVID-19 despite overspending at the start of the calendar year. Travel costs reimbursed for the May Conference were not able to be refunded either to the individual or to Toastmasters International so we have borne a cost of about $3000 for travel that did not take place. District Officers who are serving again this year are expected to use those credits to cover future travel, giving us a future benefit.
* Other expenses relate to Toastmasters International Allocation charges directly against District reserves and a contingency budget fund that we have not had to draw upon this year.

Summary:

* We budgeted to lose approximately $60,000 and only lost approximately $30,000. We were budgeting for a loss because we had a large reserve, which Toastmasters International and the US IRS were not happy about. The pressure was on to use or lose the excess reserve.

Cash position:

* $92,475 in cash, $45,690 of which is held by Toastmasters International, from whom we have to apply to have that released. The rest is in our account but Toastmasters International mandate that we cannot use $19,646 – our minimum reserve.
* Total available funds: $72,829.

Balance sheet:

* Prepayments relate to expenses incurred for the Upper Hutt conference.
* Accounts Receivable relates to a timing difference on a refund.
* Other Current Assets mainly relates to GST we are looking to get back this month.
* Fixed Asset is a laptop that is being depreciated.
* Accounts Payable relates to invoices processed in June not yet paid.
* Accrued Liabilities are stale cheques that Toastmasters International insists we carry as a liability.
* $94,992 in members’ funds, which is a healthy balance.

**Moved that the draft year-end financial report be received**

**Moved: Philip Smith FM**

**Seconded: Mary Clarke Division J**

Division C Director Simon Greig questioned whether the cheques lose their standing as legal tender after six months. FM Philip explained that that doesn’t extinguish the liability, which Toastmasters International insists on recording on the balance sheet. Practically, we are assuming that the liability will not be sought to be met after all this time.

CGD Kathryn asked how much of the reserve we used then clarified that she wanted to know how much was left. FM Philip explained that Toastmasters International does not allow us to have more than 125% of the minimum reserve. The 2021 minimum reserve has not yet been calculated. Assuming it will be similar to the 2020 calculation of $19,000, we will be allowed to keep in the mid 20 thousands. We are over $20,000 over what Toastmasters International allows as the maximum district reserve. They have a new policy of saying that 50% of that should be given up to them. Therefore, they may take $10-12,000. It remains to be seen whether COVID-19 will provide a mitigating scapegoat.

**15.1 Progress report for Upper Hutt Conference May 2021**

FM Philip presented the progress report.

* It foreshadows a slight surplus overall.
* The only payment made so far is an $870 deposit on the venue.

**Moved that the draft year-end financial report be received**

**Moved: Philip Smith FM**

**Seconded: Genevieve McLachlan Area J4**

There was no discussion.

**16 Senior District Officer reports**

DD Rob called on the Senior Officers to present their reports.

**17 Division C Director report**

Division C Director Simon Greig presented his report as tabled with no verbal updates.

**Moved his report be received**

**18 Division D Director report**

Division D Director Brad Grootelaar presented his report as tabled with no verbal updates.

**Moved his report be received**

**19 Division E Director report**

Division E Director Lisa Wheeler presented her report as tabled with no verbal updates.

**Moved her report be received**

**20 Division G Director report**

Division G Director Judy Love presented her report as tabled with the following updates:

* Agile Club has closed.
* GLAM Communicators (in formation) is no longer going ahead.

**Moved her report be received**

**21 Division H Director report**

Division H Director Owen Winter presented his report as tabled with no verbal updates.

**Moved his report be received**

**22 Division J Director report**

Division J Director Mary Clarke presented her report as tabled with no verbal updates.

**Moved her report be received**

**23 Division J Director report**

PRM Tianyuan Qu presented his report as tabled with no verbal updates.

**Moved his report be received**

**24 Club Growth Director report**

GCD Kathryn presented her report as tabled with no verbal updates.

**Moved her report be received**

**25 Programme Quality Director report**

PQD David presented his report as tabled with the following verbal updates:

* Four sessions of Club Officer Training online have resulted in 199 club officers being trained. We are slightly behind where we would like to be. At this stage, we have to average 143 club officers per session to train everyone. If only the minimum four officers attended, we would need 56.2 officers per session. We are on track for that.
* He commended the District Trainers and facilitators.

**Moved his report be received**

**26 District Director report**

DD Rob presented his report as table with no verbal updates.

**Moved his report be received**

**Moved that the District Officer reports other than the Financial report be received**

**CARRIED**

DD Rob noted that these reports will be set up as learning tools for the District and encouraged the District Officers to read each other’s reports.

**27 General Business**

There was no general business.

**28 Announcement**

The next meeting will be the District Executive Committee meeting to be held on 26 September 2020 in Christchurch, venue to be confirmed.

**29 Close**

DD Rob thanked everyone who participated and assisted in the meeting and encouraged people to be involved, operate democracy, and to share and find information.

**Moved that the meeting be closed**

**Moved: David O’Brien PQD**

**Seconded: Nic van Irsel Area E5**

**CARRIED**

The meeting closed at 12:16pm.

**Appendix 1: Those present at the District Executive Committee meeting – 19 July 2020**

District Director Rob Woolley

Programme Quality Director David O’Brien

Club Growth Director Kathryn Duncan

Public Relations Manager Tian Qu

Finance Manager Philip Smith

Administration Manager Erin Daldry

District Parliamentarian Carol Mitchell

District Trainer Helen Cartmell

District Trainer Kath Cherrie

District Technical Manager Tim Law

District Technical Manager Bailey Wood

Division C Director Simon Greig

Division D Director Brad Grootelaar

Division E Director Lisa Wheeler

Division G Director Judy Love

Division H Director Owen Winter

Division J Director Mary Clarke

Area C1 Director Graeme Hunt

Area C4 Director Kayleen Gilder

Area D1 Director Peter Stikkelman

Area D2 Director Matt Jordan

Area D3 Director Ursula Keay

Area D4 Director Clare Law

Area D5 Director Judith Snelling

Area E1 Director Mary Jaksch

Area E3 Director Bryan Harrison

Area E5 Director Nic van Irsel

Area E6 Director Melissa Wong

Area G1 Director Zeena Khan

Area G3 Director Susanne Krejcek

Area G4 Director Anthony Fletcher

Area G5 Director Lydia Johnston

Area H3 Director Glen Pearce

Area H4 Director Mike McKee

Area J1 Director Pauline Cook

Area J2 Director Gary Nicholson

Area J3 Director Carol Wald

Area J4 Director Genevieve McLachlan

Area J5 Director Rose Wyse