

DISTRICT 72 EXECUTIVE COMMITTEE MEETING
14 September 2019, 10.00am
Avon North Room, Commodore Hotel
449 Memorial Ave, Christchurch

- 1 Call meeting to order and welcome**
Meeting called to order by Diane Isherwood, District Director (DD).
- 2 Mission Statement and Values**
 - 2.1 Mission Statement**
District Mission read by Steve Preston, Program Quality Director (PQD).
 - 2.2 Toastmasters International Values**
Toastmasters International (TI) core values read by Steve (PQD).
- 3 Notice of the Executive Committee Meeting**
Notice of Executive Committee Meeting read by Rob Woolley, Administration Manager (AM).
- 4 Speaking rights**
Diane (DD) reiterated only District Officers have voting rights.
Speaking rights were extended to:
Denis McCord, District Parliamentarian (DP)
Nicola Green, 2018-19 District Finance Manager (PFM)
- 5 Apologies**
Rob Woolley, District Administration Manager (DAM), said he had received numerous apologies and they would be recorded in the minutes. Judy Love (Cupcake Communicators) said we cannot agree to this when we have not heard what the apologies are. Diane (DD) had received advice from Denis McCord agreeing to apologies being put into the minutes without being read.

Moved that the apologies be accepted: Mary Clarke (J5)
CARRIED
- 6 Confirmation of Quorum**
Denis McCord, District Parliamentarian (DP) confirmed a quorum was present. A quorum for an Executive Committee meeting is the majority of Executive members. The Executive Committee currently has 7 Senior Officers, 6 Division Directors and 28 Area Directors making a total of 41 members. There are 33 voting members in attendance.
- 7 Changes to and confirmation of Agenda**
No changes. Agenda confirmed.
- 8 Minutes of District 72 Executive Committee Meeting held 10 May 2019**
Minutes had been circulated.
 - 8.1 Correction to the Minutes**
No corrections.

Moved that the minutes of the District Executive meeting held 10 May 2019 as circulated are a true and correct record: Mary Clarke(J5)
Seconded: Linda Barnes (Div. C)
CARRIED
 - 8.2 Matters arising from the Minutes**
No matters arising.
- 9 Correspondence**
No correspondence.

10 Urgent Business

10.1 Confirmation of Officer Resignations

Kath Cherrie (District Trainer)

Moved that the resignation be accepted: Steve Preston (PQD)

Seconded: Dani Rius (D2)

CARRIED

Diane (DD) acknowledged Kath's contribution to Club Leader and District Officer Training.

10.2 Confirmation of Officers Appointments

Diane (DD) reported the following appointments have been made since the District

Executive Meeting, 7 July 2019;

Area E6 Director

Marlese Fairgray

Moved that the appointment as listed be approved: Marina Taylor (Div. D)

Seconded: Kendall Eade (PRM)

CARRIED

10.3 Confirmation of new clubs into areas

Noted one new club, ROAR, has chartered but has yet to be allocated to an Area.

11 Conference Report

11.1 Report on Christchurch Conference May 2020

Steve (PQD) informed that Louise Landess (Boaters) is Conference Chair and has assembled a Conference Committee who are currently working on the registration page, program, bands and assessing costs. One big challenge has been the venue, Papa Hou - Treasure Box. Due to accessibility issues, another venue is being sought. The budget has not been revised and as such remains provisional.

Moved report be received: Steve Preston (PQD)

Seconded: Basil Moskovis (CGD)

Discussion:

Helen Cartmell (Div. J) asked if costs had been incurred due to the change of venue. Steve (PQD) said there was a breakage cost for the venue of \$1300. Breaking the contract would be a last resort and it is hoped that approaching the YMCA could minimise the impact.

Helen (Div. J) stated accessibility is fundamental when organising a venue. Are there not strict guidelines, when organising a venue, to ensure these are met? Steve (PQD) said there is a Conference Booklet which identifies those issues but it wasn't prioritised as the most important so wasn't raised until after we had signed the document.

Mary Clarke (J5) shouldn't someone have looked into that before they signed the contract? Steve (PQD) not necessarily if it hadn't been raised as an issue until after the contract had been signed. Once we identified it had accessibility issues we moved to identify a new venue.

Mary (J5) asked if that could have been sorted out if they had looked at the venue? Steve (PQD), it could have been but we are a volunteer organisation and we did not know it had an issue.

Tian Qu (E5) what is the capacity required for the Conference? Steve (PQD), 200 plus break-out rooms. Tian (E5), suggested the new building at Canterbury University has capacity and he could forward an application if desired. Steve (PQD) thanked Tian (E5) and extended an invitation for any ideas to be forwarded to him.

Linda Barnes (Div. C) asked if any idea as to price was available for those wishing to budget. Steve (PQD) said at this stage Labour Day would be the launch date and details will be known then but will depend on the venue.

Eve Hingston (D3) asked how you join the Committee. Steve suggested contacting Conference Chair Louise Landess or chat with Bradley Grootelaar (D4), in attendance.

CARRIED

11.2 Report on Bids for May 2021 Conference

Steve (PQD), confirmed a bid has been received from Karen Lynley (Upper Hutt) for Silverstream Retreat. There were reservations due to potential accommodation, transport, accessibility and distance to shops however it has now been confirmed accommodation options exist, shuttles will be available, good range of food options and the venue is being upgraded.

Moved report be received: Steve Preston (PQD)
Seconded: Kinnie Vermeulen (G3)
CARRIED

12 District Finance Manager's Reports

12.1 Mosgiel Conference May 2019 Final Report

Nicola Green, 2018-19 Finance Manager (PFM), presented the final report for Mosgiel Conference with explanations as published.

Moved report be received: Helen Cartmell (Div. J)
Seconded: Basil Moskovis (CGD)
CARRIED

12.11 Profit & Loss and Audit Committee Report 1 July 2018 to 30 June 2019

Nicola Green (PFM), presented the final report for District Finances 2018-19 with explanations as published. She confirmed the audit has been completed, there are no changes to the figures, plus noted the Audit Committee recommends that D72 consider amending the District Constitution to remove the requirement for the formal New Zealand audit as Toastmasters is not required to have such a formal audit under our New Zealand audit standards.

Moved report be received: Celina Templeman (IPDD)
Seconded: Gillian Perano (G4)

Discussion:

Marina Taylor (Div. D) asked about the cost of engraving trophies. Nicola (PFM) said engraving for Area winners, for example, would come under the Area Budget but engraving due to realignment changes would be charged as an Administration expense.

Marina (Div. D) then asked the District Director where the trophies were located which were collected to be re-engraved due to realignment. Diane (DD) was unaware this had occurred but will determine their whereabouts and what is required to return them.

Basil Moskovis (CGD) asked if the Audit Committee does not see the need for an official audit do we still need an unofficial audit? Nicola (PFM) said every 6 months at the end of December and June, Toastmasters International (TI) require a formal audit whereby the Audit Committee go through all transactions thus rendering a full New Zealand audit unnecessary.

Kendall Eade (PRM) asked who is the Audit Committee? Nicola (PFM) responded the Audit Committee is Erica Richardson and two others who are appointed each year by the District Director.

CARRIED

ACTION: Review requirement for formal NZ audit

12.2 D72 Draft Financial Budget year ending 30 June 2020

Philip Smith, Finance Manager (FM), presented the District 72 budget for the 2019-2020 year with explanations as published.

Moved report be received: Philip Smith (FM)
Seconded: Kendall Eade (PRM)

Diane Isherwood (DD) stated the reason for the larger deficit was due to TI being unhappy at the large reserves District have and talk around a change in how things are accounted for. She stated the marketing budget has not been fully spent the last few years and, with the split, there is a need to re-establish our presence this year and in future years.

Discussion:

Kinnie Vermeulen (G3) asked when the increase to the District Service Charge (DSC) is for. Philip (FM) said this year with invoices to go out this month and an 80% recovery has been

budgeted for.

Lisa Wheeler (E1) asked if the DSC was based on actual members in the club or figures recorded with TI. Steve (PQD) responded it is based on the base number as shown 1st July in the year in which it is charged. Diane (DD) said the increase in the DSC is due to it not covering the costs for which it is purposed. There has been no increase in the DSC since it was brought in when donations stopped. Gradual increases has been deemed preferred to a one-off sizeable increase.

Rob Barton-Howes (Div. H) asked if this is \$8NZ? Philip (FM) confirmed it is and includes GST.

Dani Rius (D2) asked if the marketing budget this year is \$50,000, how much was it last year? Philip (FM) responded the prior year budget was \$28,000. Diane (DD) said \$15,000 was not used last year and some marketing for this year has already started; Back-of-the-Bus, Bill Stickers, and bumper stickers. Steve (PQD) the marketing budget is significantly higher than last year, similar to two years ago prior to the split. We did not grow as a District last year so have decided to enhance the brand to encourage people to identify Toastmasters as the place to go to develop communication and leadership skills. The significant amount of money allocated to marketing was decided to set the new, smaller, district in a better position to move forward. Philip (FM) suggested that even if the marketing budget was not spent we would still make a deficit and only growing revenue through growing member numbers will make the District sustainable.

Bradley Grootelaar (D4) commended the team for making the decision to provide marketing because a lot of clubs struggle with that. Diane (DD) said we are looking at moving out into the smaller regions too.

Dani (D2) asked what can we do to move from marketing to conversion and club growth. Basil (CGD) responded there is multiple tier strategy which will focus on brand awareness/visibility and include smaller centres. Bus and Bill Sticker advertising will be coupled with an internet campaign. He said it is very difficult to quantify people's response. Steve (PQD) said training the next day will look at how to measure return on investment and the District Executives' input is welcome.

Marina (Div. D) commends the District Leadership team with supporting Brad's (Grootelaar, Area D4 Director) idea of bumper stickers.

Kinnie (G3) suggested we all have an opportunity to raise Toastmasters profile by word of mouth and the quality of clubs we have.

CARRIED

12.3 Provisional Budget Report for Christchurch Conference May 2020

Philip Smith (FM), presented the report for the Christchurch Conference, May 2020, will explanations.

Moved report be received: Philip Smith (FM)
Seconded: Kendall Eade (PRM)

Discussion

Ann McDowall (C3) asked how many attendees has this been budgeted on. Steve (PQD) said they were budgeting for 150 but hoping for 180-200.

CARRIED

13 Senior District Officer Reports

13.1 Division Director Reports

Division C Director Linda Barnes (Div. C), presented her report with one verbal update, that the ROAR club has chartered.

Moved report be received: Linda Barnes (Div. C)

Division D Director Marina Taylor (Div. D), presented her report with no updates.

Moved report be received: Marina Taylor (Div. D)

Division E Director Daniel Kennett (Div. E), presented his report with no updates.

Moved report be received: Daniel Kennett (Div. E)

Division G Director Lucinda Chiu (Div. G) presented her report with no updates.

Moved report be received: Lucinda Chiu (Div. G)

Division H Director Robert Barton-Howes (Div. H), presented his report with one verbal update, that BNZ club is actually a Division G club.

Moved report be received: Robert Barton-Howes (Div. H)

Division J Director Helen Cartmell, presented her report with two verbal updates. Hutt Valley club are conducting a Speechcraft for Rimutaka Prison paid for by Corrections. Mitsubishi Motors have asked for a Speechcraft and Kapi Mana club are discussing with the company. A member of Waikanae club spoke about Toastmasters on the radio on August 31. This Monday, TVNZ will be filming, at the Hutt Valley club, a guest who has spina bifida as part of a series following people who are overcoming challenges.

Moved report be received: Helen Cartmell (Div. J)**Secunder for Division Director Reports: Mary Clarke (J5)****13.2 Report of Public Relations Manager**

Kendall (PRM) presented her report with no updates.

Moved report be received: Kendall Eade (PRM)**Seconded: Philip Smith (FM)****13.3 Report of Club Growth Director**

Basil (CGD) presented his report with the following verbal updates. The ROAR club has chartered and, hopefully, by the end of October there may have three more chartered clubs.

Moved report be received: Basil Moskovis (CGD)**Seconded: Dani Rius (D2)****13.4 Report of Program Quality Director**

Steve (PQD) presented his report with one verbal update, the resignation of Kath Cherrie (DT) and said District workshops will still be delivered but details will be reviewed in the next week or so.

Moved report be received: Steve Preston (PQD)**Seconded: Mary Clarke (J5)****13.5 Report of Immediate Past District Director**

Celina (IPDD) presented her report with the verbal update that she is now the Region 12 Facebook page administrator which every member can be a part of.

Moved report be received: Celina Templeman (IPDD)**Seconded: Kendall Eade (PRM)****13.6 Report of District Director**

Diane (DD) presented her report with one verbal update, Celina Templeman has been appointed as Chair of the District Leadership Committee (DLC).

Moved report be received: Diane Isherwood (DD)**Seconded: Celina Templeman (IPDD)****Discussion:**

Steve (PQD) queried Division J's report as to whether there is a club handling the Speechcraft course. Helen (Div. J) confirmed there was.

Celina (IPDD) asked where the newly chartered ROAR club is. Linda (Div. C) confirmed it is Invercargill.

Marina (Div. G) asked who the three clubs were that are close to chartering. Basil (CGD) confirmed they are KPMG, Tasman, and LINZ.

Celina (IPDD) asked for an update re the Orion Health club in formation. Basil (CGD) confirmed they are progressing but currently liaising with their Auckland counterpart plus confirmed there are two additional more clubs in formation.

CARRIED

14 District Success Plan

Diane (DD), presented the District Success Plan (DSP) as published with explanations.

Moved report be received: Diane Isherwood (DD)

Seconded: Steve Preston (PQD)

Discussion:

Marina (Div. D) asked about examples of what clubs might use the Club Promotional Fund for. Steve (PQD) and Basil (CGD) said a training session later that afternoon would cover that subject.

CARRIED

15 General Business

No General Business

16 Announcements

- 16.1** Diane Isherwood (DD) announced the next meeting for District 72 will be the District Virtual Council Meeting, September 15, 2019 online and at Avon North Room, Commodore Motor Lodge, 449 Memorial Ave, Christchurch. The next District 72 Executive Meeting, a virtual meeting, will be held on February 8, 2020.

17 Close

Meeting closed 11.11am.