

**Toastmasters International  
D72 Virtual Executive Committee Meeting  
Friday 8 May 2020, 7.30pm**

**See Appendix 1 for those present**

**1 Call meeting to order and welcome**

Meeting called to order by Diane Isherwood, District Director (DD)

Noted this is a Virtual meeting, as a result of the coronavirus (Covid-19) affecting the world, associated decisions by Toastmasters International Board of Directors, and the N Z Governments restrictions in place to combat Covid-19.

DD Diane welcomed District Officers and briefly explained on-screen poll voting process.

**2 Mission Statement and Values**

**2.1 Mission Statement**

Program Quality Director (PQD) Steve Preston read the mission statement.

**2.2 Toastmasters International Values**

Toastmasters International Values read by PQD Steve

**3 Notice of the Virtual Executive Committee Meeting.**

DD Diane read the notice of meeting.

**4 Speaking rights**

**4.1** DD Diane reiterated only District Officers have voting rights at this meeting. District Officers include: all Area Directors, all Division Directors, District Administration Manager, (currently vacant), District Finance Manager Phillip Smith, Public Relations Manager Kendall Eade, Club Growth Director Basil Moskovis, Program Quality Director Steve Preston, Immediate Past District Director Celina, and Diane Isherwood as District Director.

**4.2** Under Toastmasters International Policy, DD Diane extended speaking rights to:  
Denis McCord, Parliamentarian  
Tim Law, Zoom Manager

**5 Apologies**

DD Diane reported apologies from the following District Officers:

- Robert Baron Howes (Division H Director)
- Imogen Duncan (C1 Area Director)
- Imelda Curtain (D1 Area Director)

**Moved: Celina Templeman (IPDD)  
Seconded: Marina Taylor (Div D)**

## **6 Confirmation of Quorum**

District Parliamentarian Denis noted a quorum for an Executive Committee Meeting is the majority of executive members. The Executive currently has 6 senior officers (Administration Manager is vacant, not included), 6 Division Directors, and 28 Area Directors (1 A/D vacancy not included) making a total of 40 members. A quorum is therefore 21 members.

Initially the Parliamentarian advised there were 33 executive members present however PQD Steve noted only 31 were in attendance on Zoom. Therefore a quorum was confirmed. With 31 attendance the majority vote is 16.

## **7 Changes to and Confirmation of Agenda**

DD Diane added travel for May District Conference to be discussed as general business item 17

## **8 Minutes of Executive Meetings:**

### **8.1 Minutes of District 72 Executive Committee Meeting held Saturday 8 February 2020 (vote recorded).**

The minutes of the 8 February 2020 Executive Committee meeting were approved at the 21 March 2020 Executive Meeting subject to the votes on the motions being recorded. The updated minutes have been circulated.

#### **8.1.1 Correction to the Minutes**

No corrections received.

**Moved that the minutes of 8 February 2020 Executive Meeting (vote recorded), as circulated are a true and correct record.**

**Moved: Marina Taylor (Div D)**

**Seconded: Jack Snow (H2)**

**CARRIED**

### **8.2 Minutes of District 72 Executive Committee Meeting held Saturday 21 March 2020**

The minutes of the 21 March 2020 Executive Committee meeting have been circulated.

#### **8.2.1 Correction to the Minutes**

No corrections received.

**Moved that the minutes of 21 March 2020 Executive Meeting, as circulated are a true and correct record.**

**Moved: Toby Petterson (J2)**

**Seconded: Linda Barnes (Div C)**

**CARRIED**

#### **8.2.2 Matters arising from the minutes**

No matters arising

## **9 Correspondence**

DD Diane stated no items of correspondence concerning issues that need to be addressed by the Executive and noted Covid-19 related correspondence continues.

## **10 Urgent Business**

### **10.1 Confirmation of Officer Resignations**

The following resignation(s) have been received since the virtual District Executive Meeting held on 21 March 2020.

- Rob Woolley, Administration Manager
- Cameron Charlton, Area J4 Director

**Moved that the District Executive accepts the resignation of Rob Woolley, District Administration Manager, Cameron Charlton, Area J4 Director.**

**Moved: Linda Barnes (Div C)**

**Seconded: Mary Clarke (J5)**

**CARRIED**

### **10.2 Confirmation of Officers Appointments**

The following appointments have been made since the virtual District Executive meeting held on 21 March 2020.

- Carol Mitchell, Credentials Chair
- Nicola Green, Minute Secretary for this meeting and the District Council meeting tomorrow.

**Moved that District Executive approves the appointment of the Field officers listed.**

**Moved: Marina Taylor Division D**

**Seconded: Mary Clarke Area J5**

**CARRIED**

### **10.3 Confirmation of new clubs into Areas**

No new clubs have chartered since the 21 March 2020 Executive Committee meeting.

## **11 Conference Reports**

### **11.1 Report on Christchurch Conference May 2020**

PQD Steve reported on Christchurch Conference May 2020 - Christchurch conference cancelled due to Covid 19. A lot of effort had gone in to the conference to date, thanked Conference Chair Louise Landess and her team for their efforts. Reiterated Christchurch May 2020 District Conference is not being held.

**Moved the Christchurch Conference May 2020 report be received**

**Moved: Steve Preston (PQD)**

**Seconded Basil Moskovis (CGD)**

#### **Discussion:**

- Celina (IPDD) – asked about the refund from the venue, Chateau on the Park
- Steve (PQD) noted refund reduced to \$2,000, and were still in discussions with the Chateau for credit to be held against future conferences

**CARRIED**

### **11.2 Finance Report on Christchurch May 2020 Conference**

Finance Manager Philip Smith presented the Finance Report on the cancelled Christchurch Conference May 2020.

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- Before cancellation received \$12,420 in registration payments, all have been refunded
- Expenditure contains some non-refundable deposits
- Expected loss of \$2,500

**Moved Finance Report on Christchurch May 2020 Conference be received**

**Moved Philip Smith (FM)**

**Seconded Helen Cartmell (Div J)**

**CARRIED**

### **11.3 Report on Upper Hutt May 2021 Conference**

PQD Steve welcomed Karen Lynley, 2021 Conference Committee Chair to report on the Upper Hutt May 2021 Conference.

- Karen acknowledged Christchurch 2020 committee, introduced her committee role holders (Glenys Brown – registrations; Glen Pearce – contests; Kendall Eade “Princess of Parties”; John Irving – floor manager; Genevieve McLachlan – accessibility advisor; Steve Brown – transport; Philip Smith – Treasurer)
- Mentioned conference may not go ahead similar to Christchurch depending on world situation at the time
- Started branding and theme – “reconnect, refocus and refresh”
- Waiting on handover from Christchurch committee

**Moved report on Upper Hutt May 2021 Conference be received**

**Moved Steve Preston (PQD)**

**Seconded: Linda Barnes (Div C)**

#### **Discussion:**

- Dani Rius (D2) asked if this was replacing Christchurch and asked why Christchurch wasn't going ahead the following year
- Steve PQD noted already approved Upper Hutt as 2021 conference in prior year, progress was already being made towards this conference before Christchurch was cancelled

**CARRIED**

### **11.4 Budget for Upper Hutt May 2021 Conference**

FM Philip Smith presented Finance Report on the Upper Hutt Conference May 2021.

- Budget shows a slight surplus of \$20
- Based on 115 registrations, 35 day only registrations
- Standard registrations are \$150 (includes meals/catering)
- Provision for transport to/from Silverstream

**Moved budget for Upper Hutt May 2021 Conference be received**

**Moved: Philip Smith (FM)**

**Seconded: Daniel Kennett (Div E)**

#### **Discussion:**

- *Question by PQD Steve clarifying number of registrations Philip responded 115 plus 35 day only*
- Kathryn Duncan (C2) asked in chat why the budgeted attendees was so low
- PQD Steve replied in chat comment, noted registration numbers based on Mosgiel 2019

**CARRIED**

## **12 Bids to Organise Conference**

### **12.1 Report on Bids to organise District 72 May 2022 Conference**

PQD Steve noted one bid received for District 72 May 2022 Conference, invited Brad Grootelaar to speak:

- Brad – commented 6 years since Christchurch last hosted conference so bidding for Christchurch 2022
- Already filled Treasurer, Registration and Secretary roles, will bring others on at a later date
- Provisional location is Chateau on the Park, but will investigate others
- 2022 50<sup>th</sup> year as District 72

**Moved bid for District 72 May 2022 Conference be received**

**Moved: Steve Preston (PQD)**

**Seconded: Celina Templeman (IPDD)**

Discussion:

- Steve PQD noted still in discussion with Chateau and there is possibility of rebate from booking this year

**CARRIED**

## **13 District Finance Manager's Reports**

### **13.1 Financial Statements at 31 March 2020**

FM Philip Smith presented the Financial Statements as at 31 March 2020

Revenue

- March revenue below budget due to Covid, TI has allowed a deferral of the normal March deadline for dues until the end of April, so by the end of March there was a significant shortage of dues, expecting majority of those to be paid in April
- District Store continues to have a lot lower revenue, but a lot lower cost
- District Service Charge coming in steadily but still behind budget, expect Covid in the last couple of months has had an impact on this

Expenditure

- Reduction in expenditure for YTD
- District Store expenditure is down
- Marketing is only slightly down
- Education and training spending is significantly under budget partly due to fact that workshops can't be physically held, still some CLT expenditure to come in, shift to online training continues to save us money
- Speech contests spending down, due to savings in venue and catering costs, two Divisions held contests online, District contest to be held online, savings in catering and venue expenditure
- Marketing campaigns have been online based, continuing to encourage members in this online world, will look to invest in marketing when we move out of lockdown to gain new members
- Comms & PR relates to website
- Admin costs have been kept below budget, there are some award cost accruals from last year that are yet to be spent

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- Travel is above budget, budgeted for later trainings that will no longer be spending on, will come under budget for the year, have been some troubles with travel reimbursements for May 2020 travel which is not able to be refunded by the Airlines
- Other expenditure under budget, not needed to draw on this contingency

#### Deficit and balance sheet

- Deficit for 9 months of \$21k, budgeted deficit of \$30k, smaller deficit due to underspending
- Plenty of reserves, deficit was always planned
- Total funds \$82k, WHQ requires \$19k, leaves \$63k funds available
- Prepayments relate to May conference
- Fixed asset – computer
- Accrued liabilities – old cheques
- Income in advance – partial refund received from May conference expense
- Healthy equity

**Moved financial statements as at 31 March 2020 be received**

**Moved: Philip Smith (FM)**

**Seconded: Mary Clarke (J5)**

**CARRIED**

## **14 Senior District Officer Reports**

### **14.1 Division Director's Reports**

DD Diane called on Division Directors to give their reports.

Division C Director Linda Barnes presented her report as tabled with no verbal updates.

**Moved her report be received**

Division D Director Marina Taylor presented her report as tabled with no verbal updates

**Moved her report be received**

Division E Director Daniel Kennett presented his report as tabled with one update – Division E conference was held online via Zoom

**Moved his report be received**

Division G Director Lucinda Chiu presented her report as tabled with the following updates - have seen 26% reduction in membership across the Division since report prepared, evening clubs impacted the most, morning clubs remained stable. Three clubs no longer in good standing. 25 out of 27 clubs now online. 4 Presidents Distinguished Clubs, 1 Distinguished Club

**Moved her report be received**

No representative from Division H, noting the report had been published.

Division J Director Helen Cartmell presented her report as tabled with the following updates – online conference held 26<sup>th</sup> April, acknowledged hard work by her team, all Division J clubs running online meetings via Zoom. Membership changed considerably since last report, only 3 clubs have over 20 members, several clubs lost 3 or more members, some as a result of Covid financial hardship. Petone closed and funds diverted to other clubs, equipment being offered to other clubs. Only one person put their name forward as AD.

**Moved her report be received**

**Division Reports Seconded: Mary Clark (J5)**

#### 14.2 Report of District Public Relations Manager

District Public Relations Manager Kendall Eade presented her report as tabled.

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

#### 14.3 Report of CGD

CGD Basil Moskovis present his report as tabled.

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

#### 14.4 Report of PQD

PQD Steve to presented his report with the following updates:

- Webinars have been well received, 5 webinars ran 3 times each
- District contests to be held 23<sup>rd</sup> May online, planning underway, awards also being delivered as well as a keynote speech

**Moved his report be received.  
Seconded: Area D2 Dani Rius (D2)**

#### 14.5 Report of IPDD

IPDD Celina to presented her report as tabled.

**Moved her report be received  
Seconded: Mary Clark (J5)**

#### 14.6 District Director's Report

DD Diane presented her report as tabled

**Moved her report be received  
Seconded: Rose Wyse (G4)**

Discussion:

- Celina (IPDD) asked if low clubs have been contacted
- Basil (CGD) noted trio contacted clubs, some handed in dissolution forms
- DD Diane noted following clubs closed, were waiting until 30<sup>th</sup> April to contact others
  - Emerging Leaders
  - Leadership Academy
  - Shoreline
  - Petone
- Eve Hingston (D3) asked if tally of clubs on Zoom, tally of clubs still operating, and tally of clubs closed could be provided. DD Diane noted something could be put together in this regard.
- Jack Snow (H2) noted Wellington CBD clubs are quite active online but 3 clubs seem to have lost interest, Jack is following them up

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

**CARRIED**

### 15 District Procedures:

#### 15.1 Motions to Revise District 72 Procedures

DD Diane noted the District 72 Procedures are in two documents (District 72 Administrative Procedures & District 72 Operating Procedures) and are listed on the District Website

District 72 Procedures Part 1 Administrative are approved by the District Executive.  
District 72 Procedures Part 2: Operating are approved by the District Council. (In practice these are recommended by the District Executive to the District Council.)

District 72 Procedures are required to be reviewed on a regular basis. Expecting everyone has read motions published on District 72 website.

**Moved motions 1 to 19 to amend the District 72 Procedures be received**  
**Moved: Diane Isherwood (DD)**  
**Seconded: Rose Wyse (G4)**  
**CARRIED**

## **District 72 Procedures Part 1 Administrative**

### **Motion 1**

**Moved that AP 1.4b be amended from:**

**"... at least six weeks prior to the meeting ..."**

**be amended to:**

**"... at least 42 days prior to the meeting..."**

Discussion – there was none.

**Moved: Helen Cartmell (Div J)**  
**Seconded: Cathy Ward (G2)**  
**CARRIED**

*(Note: Vote repeated due to confusion over 40 days vs 42 days, second vote result shown above)*

### **Motion 2**

**Moved that Motion 2: that AP 1.1 to 1.6 be amended by revising their sequence as below with new number on right, old number on left:**

**1.4 to become 1.1:**

**refers to District Director issuing an organisation chart**

**1.1 to become 1.2:**

**refers to Senior Officer reports being submitted 35 days prior**

**1.2 to become 1.3:**

**refers to order papers being submitted 21 days prior**

**1.6 (a) to become 1.4 (a):**

**refers to DEC members proposing changes to procedures**

**1.6 (b) to become 1.4 (b):**

**refers to submitting changes to Admin Manager 6 weeks prior**

**1.5 remains as 1.5:**

**refers to reviewing documents every 5 years**

**1.3 to become 1.6:**

**refers to presentation of Distinguished Certificates**

Discussion – there was none.



**Moved: Helen Cartmell (Div J)**  
**Seconded: Kendall Eade (PRM)**  
**CARRIED**

## **District 72 Procedures Part 2: Operating**

### **Motion 3**

**Moved that Motion 3: DP 3.1 (a) be amended by renumbering to DP3.2 and consequently renumbering DP 3.2 to 3.3, DP 3.3 to: DP3.4, & DP 3.4 to DP3.5.**

Discussion:

- Celina (IPDD) enquired as to whether this was already dealt with last year
- Steve (PQD) and Denis (Parliamentarian) noted the current procedures still show it as (a)

**Moved: Mary Clarke (J5)**  
**Seconded: Rose Wyse (G4)**

*Celina (IPDD) confirmed the minutes from the District Executive Meeting on Friday May 10<sup>th</sup> 2019 and the District Council Meeting on May 11<sup>th</sup> 2019 item 14.1 was voted through so vote on motion 3 above not required*

### **Motion 4**

**Moved that Motion 4: that DP 4 District Conference, be amended by revising the references from:**

**"DAB Article IX & Protocol 7.1 (5) & (8)" to:**  
**"DAB Article X (a) & to Protocol 7.1 (9)"**

Discussion – there was none.

**Moved: Helen Cartmell (Div J)**  
**Seconded: Rose Wyse (G4)**  
**CARRIED**

### **Motion 5**

**Moved that Motion 5: that DP 4.3 (d) be amended from:**

**"Give priority to the provision of District Council, officer training, educationals, and the District finals of the International, Humorous, Evaluation and Table Topics Speech Contests."**

**to**

**"Give priority to the provision of District Council Meeting, officer training, educationals, and the District finals of the International, Humorous, Evaluation and Table Topics Speech Contests."**

Discussion – there was none.

**Moved: Mary Clarke (J5)**  
**Seconded: Linda Barnes (Div C)**  
**CARRIED**

### **Motion 6**

**Moved that Motion 6: that DP 4.6 be amended from:**

**"A proposer of a motion has two (2) minutes, with one (1) minute right of reply. All other speakers to a motion have two (2) minutes. A proposer of an amendment has two (2) minutes**

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and speakers to an amendment have two (2) minutes. However, only members of the District Council may move a procedural motion and vote on substantive/procedural motions or amendments."

to:

"At District Council Meetings and District Executive Council Meetings proposer of a motion has two (2) minutes, with one (1) minute right of reply. All other speakers to a motion have two (2) minutes. A proposer of an amendment has two (2) minutes and speakers to an amendment have two (2) minutes. However, only members of the District Council may move a procedural motion and vote on substantive/procedural motions or amendments."

Discussion – there was none.

**Moved: Helen Cartmell (Div J)**  
**Seconded: Rose Wyse (G4)**  
**CARRIED**

#### **Motion 7**

**Moved that Motion 7: that DP 4.7.[a] be amended from:**

**"A Club or Clubs wishing to bid must:"**

**to**

**"A Club or Clubs wishing to bid to organise a District Conference must:"**

Discussion – there was none.

**Moved: Mary Clarke (J5)**  
**Seconded: Helen Cartmell (Div J)**  
**CARRIED**

#### **Motion 8**

**Move that Motion 8: that DP 4.8 be amended from:**

**"The District Executive for the year commencing 1 July shall assume overall responsibility for the organisation of District Conference, District Council meetings and District Contests occurring in its year.**

**The District Director, Program Quality Director, Club Growth Director and District Finance Manager are ex-officio members of the District Conference committee.**

**The District Administration/Executive committee is responsible for:**

**[a] Approving the Conference Committee Chair.**

**[b] Approving the conference programme, including presenters of educational sessions.**

**[c] Providing the conference committee with a list of Toastmasters International policies, protocols and bylaws as well as District procedures relating to the conference."**

**to**

**"The District Executive for the year commencing 1 July shall assume overall responsibility for the organisation of District Conference, District Council meetings and District Contests occurring in its year.**

**The District Director, Program Quality Director, Club Growth Director and District Finance Manager are ex-officio members of the District Conference committee.**

**The District Executive Committee is responsible for:**

**[a] Approving the District Conference Committee Chair.**

**[b] Approving the District Conference programme, including presenters of educational sessions.**

**[c] Providing the District Conference Committee with a list of Toastmasters International policies, protocols and bylaws as well as District procedures relating to the conference."**

Discussion – there was none.

**Moved: Helen Cartmell (Div J)**

**Seconded: Mary Clarke (J5)**

**CARRIED**

#### **Motion 9**

Move that Motion 9: that DP 4.9 be amended from:

"[a] The Conference committee shall comply with any written requirements from the Finance Manager relating to financial management, records and related areas.

[b] The Conference budget shall be approved by the District Executive. The expenditure for any item which is more than \$150 over the approved budget requires the prior consent of the Program Quality Director.

to:

[a] The **District** Conference committee shall comply with any written requirements from the Finance Manager relating to financial management, records and related areas.

[b] The **District** Conference budget shall be approved by the District Executive. The expenditure for any item which is more than \$150 over the approved budget requires the prior consent of the Program Quality Director.

Discussion – there was none.

**Moved: Kendall Eade (PRM)**

**Seconded: Esther Haines (C4)**

**CARRIED**

#### **Motion 10**

**Move that Motion 10: that DP 5 references be amended by revising from: *Protocol 7.1 (4) to: Protocol 7.1 (5)***

Discussion – there was none.

**Moved: Marina Taylor (Div D)**

**Seconded: Rose Wyse (G4)**

**CARRIED**

#### **Motion 11**

Move that Motion 11: that DP 9.3 be amended from:

"The Finance Manager is to provide each Division Director with a statement tracking Division and Area income and expenditure against the budget set at the beginning of the Toastmaster year (1 July). Whenever possible, this should be distributed by the 20th of the following month from September onwards."

to:

"The Finance Manager is to provide each Division Director with a statement tracking Division and Area income and expenditure against the approved budget for the current Toastmaster year. Whenever possible, this should be distributed by the 20th of the following month from September onwards."

Discussion – there was none.

**Moved: Mary Clarke (J5)  
Seconded: Rose Wyse (G4)  
CARRIED**

**Motion 12**

**Move that Motion 12: that DP 9.4 (a). be amended from:**

**"The District Director, Program Quality Director, Club Growth Director and Finance Manager will be the owners of all District Accounts."**

**to:**

**"The District Director, Program Quality Director, Club Growth Director and Finance Manager will be the owners of all District Accounts. *Policy 8.4 (5)*".**

Discussion – there was none.

**Moved: Mary Clarke (J5)  
Seconded: Daniel Kennett (Div E)  
CARRIED**

**Motion 13**

**Move that Motion 13: that DP 10.5 be amended from:**

**"Members of clubs in District 72, who are International Directors or Region Advisors, shall have speaking rights at all District Administration/Executive Committee meetings and District Council meetings."**

**to:**

**"Members of clubs in District 72, who are International Directors or Region Advisors, shall have speaking rights at all District Executive Committee meetings and District Council meetings."**

Discussion – there was none.

**Moved: Mary Clarke (J5)  
Seconded: Rose Wyse (G4)  
CARRIED**

**Motion 14**

**Move that Motion 14: DP 8.1 be amended from: "All District 72 Speech and evaluation contests shall be conducted in accordance with Toastmasters International Contest Rules."**

**to:**

**"All District 72 Speech contests shall be conducted in accordance with the current Toastmasters International Contest Rules."**

Discussion – there was none.

**Moved: Rose Wyse (G4)  
Seconded: Mary Clarke (J5)  
CARRIED**

**Motion 15**

Move that Motion 15: DP 10.2 be amended by inserting the words "Smedley Distinguished" after the words "President's Distinguished "".

Discussion – there was none.

Moved: Celina Templeman (IPDD)  
Seconded: Mary Clarke (J5)  
CARRIED

**District 72 Procedures Part 1 Administrative & Part 2 Operating - combining the documents**

**Motion 16**

Move that Motion 16: the District 72 Procedures, which are currently held in two documents covering Part One - Administrative, and Part Two - Operating, be amended by:

- a. combining into one document containing both Parts as Part A, Administrative and Part B, Operating. All current Administrative Procedures section / subsection identifiers be prefixed by "A" and all current Operating procedures section / subsection identifiers be prefixed by "B"; and
- b. The "Preamble" which are the same in both current documents, be reproduced once in the new document and be renamed "Introduction".

Discussion – there was none.

Moved: Celina Templeman (IPDD)  
Seconded: Rose Wyse (G4)  
CARRIED

**Motion 17**

Move that Motion 17: DP4.11 be amended from:

"When any changes are made to either the District Procedures or the District Administrative Procedures, those documents are to be updated and published on the District Website within thirty-five days of the close of the meeting."

to:

"When any changes are made to the District Procedures, the District Procedures document is to be updated and published on the District Website within thirty-five days of the close of the meeting."

Discussion – there was none.

Moved: Mary Clarke (J5)  
Seconded: Daniel Kennett (Div E)  
CARRIED

**Motion 18**

Move that Motion 18: AP 4.1 " be amended from: "...District Procedures and District 72 Administrative Procedures."

to: "... and District Procedures."

Discussion – there was none.

**Moved: Marina Taylor (Div D)**  
**Seconded: Celina Templeman (IPDD)**  
**CARRIED**

Discussion – there was none.

## **Motion 19**

**Move that Motion 19: DP 5.7a be amended by deleting the words: "Administrative Procedures"..**

**Moved: Marina Taylor (Div D)**  
**Seconded: Mary Clarke (J5)**  
**CARRIED**

## **16 Realignment Report**

### **16.1 Realignment Report - Division E**

PQD Steve noted report was available on website and asked Daniel Kennett (Div E) to talk to this report

- This year Area E2 has only had 2 clubs in it, also have E4 with closure of Westside reduced to 3 clubs, both below minimum number of clubs for an Area so needs to be addressed. Unsuccessfully attempted to address this last year.
- Proposed two options went out and were circulated, very limited feedback.
- Proposal going forward is option 1 – reduces Division from 6 Area Division to a 4 Area Division with 5-6 clubs in each Area. Second option had 3 club area so recommending option 1 reducing Division to Areas E1, E3, E5, E6.
- Westport added to E1, Greymouth added to E3, Some E4 clubs move to E5 and E6
- Limited feedback received was split amongst the two options

**Moved report be received**  
**Moved: Steve Preston (PQD)**  
**Seconded Kendall Eade (PRM)**

Discussion

- Eve Hingston (D3)– asked about number of clubs inside each area, wondered about quality of investment the area director can offer with two 6 club Areas.
- Celina (IPDD) supports option 1, Motueka in danger of closing, especially if charter new Tasman club. Blue Blooded is possibly closing. Option 2 would be bad news as Motueka is struggling, Greymouth and Westport both struggling. Westport not that far from other Nelson clubs.
- Daniel (Div E) added a 6 club Area gives and AD a better chance to have some stronger clubs so better opportunity to achieve distinguished awards than they'd have with 3-4 less strong clubs
- Marina (Div D) asked what communication has gone out to the clubs affected that are receiving new clubs into the areas
  - Same communication that went out to all clubs in Division E via AD, only received 4 responses out of 24 clubs
  - Marina noted one of her home clubs didn't discuss the issue at a committee meeting

- Daniel noted that club only marginally affected in E6
- Lisa Wheeler E1 – mentioned she had spoken to all E1 clubs and all expressed preferred option was option 1
- Marlese (E6) in Chat noted it was sent to all E6 club presidents
- Bruce (E3) in chat noted it was sent to all E3 clubs

**CARRIED**

## **16.2 Realignment Report - Divisions G & H**

PQD Steve noted report was available on website and proposes to move LINZ club from G1 to H2 to move to appropriate timeslot, (originally placed in G1 due to original sponsor and mentor locations), invited Lucinda Chiu (Div G) to talk to this report.

**Moved realignment report Divisions G & H be received**

**Moved: Steve Preston (PQD)**

**Seconded: Daniel Kennett (Div E)**

**CARRIED**

## **17 General Business**

### **17.1 Airfare Reimbursements**

#### **Airfares Reimbursed for Travel to the Planned May District 2020 Conference in Christchurch**

DD Diane noted the District has reimbursed \$3,056.80 to District Leaders for planned travel to the planned District Conference in May 2020 in Christchurch.

The District Conference has been cancelled due to Covid-19. This is not covered by Travel Insurance as Pandemics are excluded.

Air NZ & Jetstar will not give a refund and has given a credit to be used within 12 months.

Some members of the current District Leadership Team do not travel much and have no intention of travelling in the next 12 months. They should not be burdened with the cost of reimbursing the District, for not travelling, as they had no control over the situation.

- If the current District Leadership is in next year's Leadership Team, their credit will go towards any travel they do on behalf of the District.
- If anyone who is not in next year's Leadership team, does personal travel, and uses the credit, they are to reimburse the District for the credit. The District will need to rely on those people to let them know they have travelled and reimburse the money to the District.
- If a person does not travel during the time the credit is available, the cost will be carried by District.

A list of those people who have been reimbursed, will be passed on to the incoming District Finance Manager.

#### **Discussion**

- Justin Vincent (J3) – noted have to be careful with Air NZ, travel from 12 months when you take the refund, some research is needed to figure out how close you can get your refund/credit to your flight date, gave example of credit being backdated to April rather than June. Diane noted this would be kept an eye on
- Brad Grootelaar (D4) – mentioned that ideally would want Air NZ to transfer credits back to Toastmasters so they can be used for someone else. Diane noted this can't be done. Justin

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noted it has to be by passenger name. Diane reinforced those who aren't going to use it shouldn't be burdened with the cost of it

**18 Announcements**

**18.1** The next District Executive meeting will be held as virtual meeting in September 2020 (date to be confirmed).

**18.2** The next District 72 Council Meeting will be held virtually on Saturday 9 May 2020 at 1.30pm. Diane asked District Officers to log in before 1pm. Tim (Zoom Manager) asked attendees to rename themselves prior to logging in with Area or Division to be admitted faster. Mary (J5) noted can't do this if come in on link, Tim noted need to come in on ID and password to do this.

**19 Close**

DD Diane thanked everyone declared this meeting closed at 9.34pm.

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## **Appendix 1**

List of those present at District Executive Meeting:

Diane Isherwood District Director

Stephen Preston Program Quality Director

Basil Moskovis Club Growth Director

Kendall Eade Public Relations Manager

Philip Smith Finance Manager

Celina Templeman Immediate Past District Director

Nicola Green Minutes Secretary

Tim Law Zoom Manager

Denis McCord Parliamentarian

Linda Barnes Division C Director

Marina Taylor Division D Director

Daniel Kennett Division E Director

Lucinda Chiu Division G Director

Helen Cartmell Division J Director

Kathryn Duncan Area Director C2

Ann McDowall Area Director C3

Esther Haines Area Director C4

Dani Rius Area Director D2

Eve Hingston Area Director D3

Brad Grootelaar Area Director D4

Judith Snelling Area Director D5

Lisa Wheeler Area Director E1

Bruce Milsom Area Director E3

Gillian Perano Area Director E4

Marlese Fairgray Area Director E6

Cathy Ward Area Director G2

Kinnie Vermeulen Area Director G3

Rose Wyse Area Director G4

Constant Talbot Area Director G5

John Lulich Area Director H1

Jack Snow Area Director H2

Terry Cave Area Director H4

Toby Petterson Area Director J2

Justin Vincent Area Director J3

Mary Clarke Area Director J5