

**Toastmasters International District 72
Executive Committee Meeting
8 February 2020 9.30am
Virtual Meeting
Wellington**

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, Programme Quality Director (PQD).

2.2 Toastmasters International Values

Toastmasters International (TI) core values read by Steve Preston (PQD).

3 Notice of the Executive Committee Meeting

Notice of Executive Committee Meeting read by Rob Woolley, Administration Manager (AM).

4 Speaking rights

Diane Isherwood (DD) reiterated only District Officers have voting rights.

Speaking rights were extended to:

Denis McCord, District Parliamentarian (DP)

5 Apologies

Rob Woolley, District Administration Manager (DAM), received the following apologies:

Linda Barnes (Div. C Director)

Ann McDowell (C3 Area Director)

Marina Taylor (Div. D Director)

Dani Rius (D2 Area Director)

Brad Grootelaar (D4 Area Director)

Judith Snelling (D5 Area Director)

Daniel Kennett (Div. E Director)

Bruce Milsom (E3 Area Director)

Gillian Perano (E4 Area Director)

Kinnie Vermeulen (G3 Area Director)

Rose Wyse (G4 Area Director)

Moved that the apologies be accepted: Miranda Vriend (E2)

6.1 Confirmation of Quorum

Denis McCord (DP) confirmed a quorum was not 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 - 1 Area Director vacancy not included. This makes a total of 41 members. A quorum is 21 members. There are 18 voting members in attendance. While the meeting did not have a quorum the decision was made to continue with the meeting and to circulate to Executive Committee to vote on the motions to validate the meeting.

Attendees:

Diane Isherwood (DD)

Steve Preston (PQD)

Basil Moskovis (CGD)

Kendall Eade (PRM)

Philip Smith (FM)

Rob Woolley (AM)

Celina Templeman (IPDD)

Esther Haines (C4)

Eve Hingston (D3)

Miranda Vriend (E2)

Lucinda Chiu (Div. G)
 Constance Talbot (G5)
 Robert Barton-Howes (Div. H)
 John Lulich (H1)
 James Black (H3)
 Terry Cave (H4)
 Helen Cartmell (Div. J)
 Toby Petterson (J2)
 Mary Clarke (J5)

6.2 Confirmation of votes and associated Quorum

A vote by email was undertaken during the 16th to the 19th of March, 2020. Those who registered to vote were:

Diane Isherwood (DD)
 Basil Moskovis (CGD)
 Kendall Eade (PRM)
 Philip Smith (FM)
 Rob Woolley (AM)
 Linda Barnes (Div. C)
 Imogen Duncan (C1)
 Esther Haines (C4)
 Eve Hingston (D3)
 Brad Grootelaar (D4)
 Judith Snelling (D5)
 Lisa Wheeler (E1)
 Gillian Perano (E4)
 Lucinda Chiu (Div. G)
 Cathy Ward (G2)
 Kinnie Vermeulen (G3)
 Constance Talbot (G5)
 Rob Barton-Howes (Div. H)
 John Lulich (H1)
 Terry Cave (H4)
 Helen Cartmell (Div. J)
 Toby Petterson (J2)
 Justin Vincent (J3)
 Cameron Charlton (J4)
 Mary Clarke (J5)

A quorum is 21 members. Total registered was 25 confirming there was a quorum. The votes cast are listed under each motion and whether carried or lost.

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 September 14, 2019 as circulated are a true and correct record: Steve Preston (PQD)
Seconded: Kendall Eade (PRM)
CARRIED

8.2 Matters arising from the Minutes

No matters arising.

9 Correspondence

No correspondence.

10 Urgent Business

10.1 Confirmation of Officer Resignations

No resignations.

10.2 Confirmation of Officers Appointments

No officer appointments.

10.3 Confirmation of new clubs into areas

KPMG, Wellington, chartered 3rd October 2019, to Area H1.

ROAR, Invercargill, chartered 1st September 2019, to Area C3.

Aranui, Christchurch, chartered 17th December 2019, to Area D3.

Moved that District approve the allocation of new clubs to areas as listed:

Basil Moskovis (CGD)

Seconded: Rob Woolley (AM)

CARRIED

11 Conference Report

11.1 Report on Christchurch Conference May 2020

Steve Preston (PQD) reported the Conference has a preliminary programme in place and conference committee working to finalise educational and timings. This should be complete within the next week and the programme will be distributed for comment and/or approval. Approximately 65 registrations to date - budget is 130, with more promotion to come.

Moved report be received: Steve Preston (PQD)

Seconded: Kendall Eade (PRM)

CARRIED - Four abstentions

11.2 Report on Upper Hutt Conference May 2021

Steve Preston (PQD) reported the location is Upper Hutt, as agreed by the September 2019 District Council meeting on the recommendation of the District Executive Committee. Conference Chair is Karen Lynley, committee of seven people including Kendall Eade (PRM). A treasurer is still required. The location is great.

Moved report be received: Steve Preston (PQD)

Seconded: Celina Templeman (IPDD)

CARRIED

Moved that Karen Lynley (Upper Hutt) be approved as the District 72

May 2012 Conference Committee Chair: Steve Preston (PQD)

Seconded: Basil Moskovis (CGD)

CARRIED

11.3 Progress Report on Bids to organise District 72 May 2022 Conference

Steve Preston (PQD) reported no bids received yet and reported bids close April 17, 2020. An email will be sent out in the next week with the bid form attached.

Moved report be received: Steve Preston (PQD)

Seconded: Kendall Eade (PRM)

CARRIED

12 District Finance Manager's Reports

12.1 Progress Financial Report on the May 2020 Conference - Christchurch

No discussion.

Moved report be received: Philip Smith (FM)

Seconded: Kendall Eade (PRM)

CARRIED - Four abstentions

12.2 Draft Profit and Loss Statement for period 1 July 2019 to 31 December 2019

Philip Smith (FM) commented membership revenue above budget, District Supplies revenue below budget (based on previous year). D112 have elected not to use District Supplies. District Service Charge increased this year by \$2 per member. The expectation is 80% will pay as opposed 70% for last year. Forty-six percent have paid to date. Marketing under budget to date but will catch up. Website and 0800 number costs are shared with D112. Education and training below budget due to timing of CLT and fewer than anticipated Area and Division workshops. Credit of \$800 received due to videoing of International Speech Contest below budget. On July 1 2020, 50% of reserves in excess of 125% of the required District minimum reserve figure will be taken back. That would equate to \$20,000 as the accounts stand at present.

Discussion: There was no discussion except Helen Cartmell (Div. J) thanked Philip for his accompanying notes.

Moved report be received: Kendall Eade (PRM)

Seconded: Basil Moskovis (CGD)

CARRIED - One abstention

13 Senior District Officer Reports

13.1 Division Director Reports

Division C report not presented

Eve Hingston (D3), presented Marina Taylor's (Div. D) report with no updates

Moved report be received: Eve Hingston (D3)

Lisa Wheeler (E1), presented Daniel Kennett's (Div. E) report with one verbal update. That Motueka Club and Nelson Club are to be considered to be realigned to move to E2.

Moved report be received: Lisa Wheeler (E1)

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

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

Division H Director Robert Barton-Howes presented his report with no updates.

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

Division J Director Helen Cartmell presented her report with two updates. Petone club is failing and trying to make progress with a club coach. Hutt City Council, club in formation, has decided to not pursue creating a club.

Moved report be received: Helen Cartmell (Div. J)

Secunder for Division Director Reports: Steve Preston (PQD)

13.2 Report of Public Relations Manager

Kendall Eade (PRM) presented her report with no updates.

Moved report be received: Kendall Eade (PRM)

Seconded: Basil Moskovis (CGD)

13.3 Report of Club Growth Director

Basil Moskovis (CGD) presented his report with no verbal updates.

Moved report be received: Basil Moskovis (CGD)

Seconded: Kendall Eade (PRM)

13.4 Report of Programme Quality Director

Steve Preston (PQD) presented his report with no verbal updates.

Moved report be received: Steve Preston (PQD)

Seconded: Basil Moskovis (CGD)

13.5 Report of Immediate Past District Director

Celina Templeman (IPDD) presented her report with one verbal update. Still seeking three or four Division Directors plus one Club Growth Director.

Moved report be received: Celina Templeman (IPDD)
Seconded: Kendall Eade (PRM)

13.6 Report of District Director

Diane Isherwood (DD) presented her report with no verbal updates.

Moved report be received: Diane Isherwood (DD)
Seconded: Steve Preston (PQD)

Discussion:

Steve Preston (PQD) commented Emerging Leaders Club in Division H may be closing.

13.7 All those in favour of receiving all the District Officer reports (other than the District Finance Manager's reports which have already been received).

Moved: As listed above
Seconded: As listed above
CARRIED - One abstention

14 District Procedures

14.1 Motions to Revise District 72 Administration Procedures

Introduction:

Diane Isherwood (DD) stated that District 72 Procedures are required to be reviewed on a regular basis. The District Director, Programme Quality Director, Club Growth Director, Public Relations Director, Administration Manager, Finance Manager and District Parliamentarian have reviewed the District 72 Procedures and recommend the following changes to Part 1: Administrative Procedures (AP). Diane pointed out that each motion sets out the change "from" and "to" and the reason, and advised each motion is to be considered in turn.

Moved motions be received: Diane (DD)
Seconded: Basil Moskovis (CGD)

Diane Isherwood (DD) then advised that we shall now discuss and vote on each motion.

Motion 1

Move that the paragraph located in the AP preamble (page 3) be amended from:

"Any question as to whether a matter should be covered in the District 72 Procedures **or Administrative Procedures**, is determined by the District Director..." to

"Any question as to whether a matter should be covered in District 72 Procedures, is determined by the District Director..."

Reason: The "Administrative Procedures" are part 1 of the District 72 procedures.

Discussion:

Celina Templeman (IPDD) asked why are there two documents? Should it be just one so it is less confusing and easier to find? There are instances where one refers to the other which can be confusing. Perhaps we combine them and call them District 72 Governing Documents keeping a Part One and Part Two if need be. Denis McCord (DP) pointed out that while there were two documents his view is the District 72 Procedures consists of two parts. Part One which the Executive Committee can revise and Part Two which the District Council revises.

Meeting agreed not to pursue this motion at this stage and review for the May Executive Committee and District Council meetings

Motion 2

Move that the paragraph located in the AP preamble (page 3) be amended from:

"Members of the District Council are encouraged to review District 72 Procedures **and Dis-**

trict 72 Administrative Procedures together with the source governing documents.” To “Members of the District Council are encouraged to review District 72 Procedures together with the source governing documents.”

Reason: The “District 72 Administrative Procedures” are part 1 of the District 72 Procedures.

Moved: Steve Preston (PQD)

Seconded: Rob Woolley (AM)

Discussion:

There was none.

CARRIED - One against

Motion 3

Move that AP section 1.1 be amended from:

“Division Directors, the District Director, the Program Quality Director, the Club Growth Director, the District Public Relations Manager, and the Immediate Past District Director will provide a written report to the Administration Manager at least 35 days prior to District Executive Committee meetings. **The Division Directors’ report shall include their Area Directors’ reports.**” to

All Senior Officers - District Director, Programme Quality Director, Club Growth Director, Public Relations Manager, Immediate Part District Director and Division Directors - will provide a written report to the Administration Manager at least 35 days prior to District Executive Committee meetings.”

Reason: To incorporate the phrase Senior Officers and to show who it refers to and to remove reference to Division Directors report to include Area Directors’ reports.

Moved: Kendall Eade (PRM)

Seconded: Basil Moskovis (CGD)

Discussion:

There was none.

CARRIED - One abstention - One against

Motion 4

That AP section 1.2 be amended from:

“The order papers for District Council Meetings and District Executive Meetings shall be posted on the website at least 21 days prior to the date of each meeting.” to

“The order papers (**reports**) for District Council Meetings and District Executive Meetings shall be posted on the website at least 21 days prior to the date of each morning. “

Reason: To clarify the meaning of order papers.

Moved: Philip Smith (FM)

Seconded: Celina Templeman (IPDD)

Discussion:

There was none.

CARRIED

Motion 5

That AP section 1.3 be amended from:

“Ti Distinguished Division and Area Certificates are to be presented at the Division Conference event, or at another event deemed suitable by the Division Director.” to

“Ti Distinguished Division and Area Certificates are to be presented at the Division Conference event, or at another event deemed suitable by the **immediate past** Division Director **or a designated Toastmaster.**”

Reason: To distinguish the responsibility between present and past Division Director.

Moved: Philip Smith (FM)

Seconded: Steve Preston (PQD)

Discussion:

There was none.

CARRIED

Motion 6

That AP section 1.6 (a) be amended from:

“A member of the District Executive may propose new administrative procedures, amendments to, or deletion of existing administrative procedures.” to

“A member of the District Executive may propose new administrative procedures, amendments to, or deletion of existing administrative procedures. **Any change shall be accompanied by an explanation.**”

Reasons: To aid discussion prior to meeting.

Moved: Helen Cartmell (Div. J)
Seconded: John Lulich (H1)

Discussion:

Helen Cartmell (Div. J) stated this is standard procedure to offer an explanation. No other discussion.

CARRIED

Motion 7

That AP sections be re-ordered as below with new number on left, old number on right:

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 Administration 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

Reason: To provide clarity for readers.

Before there was a discussion on this Motion, Diane Isherwood (DD) advised there is an error in the introduction sentence in that the words “left” and “right” are incorrectly stated as they are reversed to what they should be.

Diane Isherwood (DD) moved an amendment to Motion 7 to revise the introduction sentence that words “left” and “right” be interchanged. The sentence becomes: “That AP sections be re-ordered as below with new number on right, old number on left.”

Seconded: Terry Cave (H4)
CARRIED

If there had been a quorum and the amendment was passed then the revised motion (recorded below) would have been discussed and voted on.

That AP sections be re-ordered 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 Administration 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

Reason: To provide clarity for readers.

Motion 8

That AP section 2.1 be amended from:

“Each Area and Division Director-elect shall be issued with a **District Leader Manual** and given a **tutorial period** comprising education and administration prior to taking office on July 1st. **TI Protocol 7.10**” to

“Each Area and Division Director-elect shall be issued with a digital copy of District Leadership Handbook and be invited to attend District Leader training comprising education and administration prior to taking office on July 1st. **TI Protocol 7.1, 3a**”

Reason: To reflect change in delivery method and title of the former manual. To incorporate the current phrase for tutorial period. The current procedure has been omitted.

Moved: Diane Isherwood (DD)
Seconded: Helen Cartmell (Div. J)

Discussion:

There was none.

CARRIED

Motion 9

That AP section 5.8 (a) be amended from:

“District Finalists will meet their own optional meals, travel and accommodation. [a] If they attend only the contest and the contest briefing and no other part of the conference, they shall pay no registration.” to

“District Finalists will meet their own optional meals, travel and accommodation. [a] If they attend only the contest and the contest briefing and no other part of the conference, they shall pay no registration. **TI Policy 6.0, 5**”

Reason: To insert TI Policy number as reference.

Moved: Diane Isherwood (DD)
Seconded: Mary Clarke (J5)

Discussion:

There was none.

CARRIED

- 15 General Business**
No general business.

16 Announcements

- 16.1** The next District Executive meeting will be held on Friday 8 May 2020 at Chateau on the Park, 189 Deans Ave, Riccarton, Christchurch.
16.2 The next District 72 Council Meeting will be held on Saturday 9 May 2020 at Chateau on the Park, 189 Deans Ave, Riccarton, Christchurch.

17 Close