

Minutes of the District 72 Executive Meeting Saturday 9th February 2019 held virtually using Zoom.

Those present (see **Appendix A**).

1 Call to order and welcome

District Director Celina called the meeting of the Toastmasters International District 72 Executive Committee to order at **9.30am** and extended a warm welcome to all District Officers present. Celina announced that Allison Graham has taken over the role of Administration Manager and that with sadness Club Growth Director Tania Fraser has handed in her resignation.

2 Mission Statement

Program Quality Director Carol read the Mission Statement.

3 Notice of Meeting

Administration Manager Allison read the notice of meeting.

4 Speaking rights

District Director Celina explained voting and speaking rights. Only District Officers have voting rights at this meeting.

District Officers include:

- All Area Directors
- All Division Directors
- Administration Manager Allison Graham
- Finance Manager Nicola Green
- Public Relations Manager David O'Brien
- Club Growth Director (TBA)
- Program Quality Director Carol Mitchell
- District Director Celina Templeman

Under Toastmasters International Policy, District Director Celina extended speaking rights to:

- PDG Ellie Young as Parliamentarian.

5 Apologies

Administration Manager Allison reported the apologies: (refer Appendix A).

"That the apologies be accepted."

**Moved: Glen Pearce, Division H Director
CARRIED**

6 Confirmation of Quorum

District Parliamentarian Ellie confirmed a quorum was present. A quorum for a District Executive Committee Meeting is the majority of its members. The Executive Committee currently has 5 senior officers, 6 Division Directors and 28 Area Directors making a total of 39 members. A quorum is therefore 20 members. There are **28** voting members present.

7 Changes to and confirmation of Agenda

There were no changes to the agenda.

8 Minutes from the District 72 Executive Meeting held 25th November 2018

The minutes of this meeting have been circulated.

8.1 Corrections to the minutes

No corrections.

“That the minutes of the District Executive Meeting held 25th November 2018, as circulated are a true and correct record.”

**Moved: Kendell Eade, Area J4 Director
Seconded: Karen Lynley, Area J2 Director
CARRIED**

8.2 Matters arising from the minutes

There were no matters arising from the minutes of 25th November 2018.

9 Correspondence

Administration Manager Allison reported that there were no items of correspondence received.

“That the inwards correspondence is received.”

**Moved: Allison Graham, Administration Manager
Seconded: David O’Brien, DPRM
CARRIED**

10 Urgent Business

10.1 Confirmation of Resignations

District Director Celina reported the following resignations have been received since the District Executive Meeting held 25th November 2018:

- Tania Fraser, Club Growth Director
- Trevor Garnett, Area E1 Director
- Vijay Chandrashekar, Area G4 Director

“That the resignations be accepted as listed.”

Moved: David O’Brien, DPRM
Seconded: Kendall Eade, Area J4 Director
CARRIED

Celina confirmed that the District is going to send flowers to Tania as thanks for all her work to date.

10.2 Confirmation of Appointments

District Director Celina reported that three appointments have been made since the District Executive Meeting held on 25th November 2018.

- Trevor Garnett, Area G4 Director
- Fiona Hodge, Area E1 Director
- Allison Graham, Administration Manager

“That the appointments be approved as listed.”

Moved: Diane Isherwood, Area H4 Director
Seconded: Kendall Eade, Area J4 Director
CARRIED

10.3 Confirmation of new clubs into areas

District Director Celina reported that the no new clubs have chartered into the District since the District Council Meeting held on 25th November 2018.

11 Convention Reports

11.1 Report from Dunedin Convention, May 2019

PQD Carol Mitchell asked Convention Chair David O’Brien to present the Dunedin Convention report. Planning is well underway. Registrations are quickly growing with over 70 received. Cut off for early bird registrations closes on 15 February. More registrations are expected once Area and Division speech competitions are completed.

12 Financial Reports

12.1 Financial Reports to date for Dunedin Convention May 2019

Finance Manager Nicola Green presented the financial reports to date for the Dunedin Convention May 2019.

“That the finance report to date for the Dunedin Convention May 2019 be received.”

**Moved: Nicola Green, Finance Manager
Seconded: David O’Brien, DPRM
CARRIED**

There was no discussion on this report.

12.2 Financial report for the period ended 31st December 2018

Finance Manager Nicola presented the Management Accounts for the six months ended 31st December 2018.

“That the Financial Report for the period ended 31st December 2018 be received.”

**Moved: Nicola Green, Finance Manager
Seconded: Ellie Young, Parliamentarian
CARRIED**

The received report was opened for discussion.

Parliamentarian Ellie Young asked if D112 had launched their website in January as scheduled. Nicola confirmed that it has launched and any further use of our website will be charged.

Parliamentarian Ellie Young requested clarification of the policy for District Officers submitting expense claims. Nicola confirmed that there is a 60 day rule re expense claim reimbursements. It is at the DD’s discretion if claims outside this timeframe are accepted.

“That the Financial Report for the period ended 31st December 2018 be approved.”

**Moved: Darryn Wilkie, Area C4 Director
Seconded: Carol Mitchell, Programme Quality Director
CARRIED**

13 Senior District Officer Reports

13.1 Division Directors

Division C Director Esther Haines presented her report as published and moved that it be received.

Division D and E Directors were not present. DD Celina moved that the Division D and E reports as published be received.

Division G Director Erin Daldry presented the Division G report as published, with a verbal update that it looks likely that the Wellington District Council Club will close. She then moved that the updated report be received.

Division H Director, Glen Pearce presented his report as published and moved that it be received.

Division J Director Craig Fraser presented his report as published and moved that it be received.

Seconded: Kendall Eade, Area J4 Director

13.2 Public Relations Manager

PRM David presented his report as published, with a verbal update that he has been given permission to purchase a Mailchimp account to help promoting the newsletter etc. Promoting and boosting has started on the Facebook page. He moved that it be received.

Seconded: Kendall Eade, Area J4 Director

13.3 Club Growth Director

PQD Carol presented the Club Growth report, in Tania's absence, as published and moved that it be received.
She also offered her best wishes for Tania in the future.

Seconded: Diane Isherwood, Area H4 Director

13.4 Program Quality Director

PQD Carol presented her report as published and moved it be received.

Seconded: Leanne Fox, Area C3 Director

13.5 Immediate Past District Director

IPDD Sarah presented her report as published and moved it be received.

Seconded: Diane Isherwood, Area H2 Director

13.6 District Director Report

DD Celina presented her report as published with the following updates that Tania Fraser has resigned and Allison Graham has been appointed as Administration Manager. We have lost a couple of clubs but hopefully others will rise to replace them. She moved the report be received.

Seconded: David O'Brien, DPRM

"That all reports, other than the Finance Manager's report [which has already been received] be received."

CARRIED

The reports were opened for discussion.

Area J4 Director Kendall Eade asked if the Club Growth Director position would be advertised. DD Celina replied that TI protocol states that the DD appoints someone to fill the position in the interim until next District Executive meeting where it is to be confirmed. The next meeting is scheduled for 10 May. DD Celina has someone in mind to fill the role.

14 General Business

None.

15 Announcements

District Director Celina informed all that the next meeting of the District Executive Committee will be held in Mosgiel on Friday 10th May 2019 at 10am.

16 Close

District Director Celina declared the meeting closed at 10.19am.

District Director Celina _____

Date _____

Appendix A

Attendance:

District Officer Attendance

District Director	Celina Templeman
Program Quality Director	Carol Mitchell
Imm. Past Dist. District Director	Sarah Bate
Admin Manager	Allison Graham
Finance Manager	Nicola Green
Public Relations Manager	David O'Brien
Parliamentarian	Ellie Young
Division C Director	Esther Haines
Division G Director	Erin Daldry
Division H Director	Glen Pearce
Division J Director	Craig Fraser

Area Directors

Area C1 Director	Terry Bartlett
Area C3 Director	Leanne Fox
Area C4 Director	Darryn Wilkie
Area D2 Director	Liz Pay
Area E1 Director	Fiona Hodge
Area E5 Director	Diane Maunsell
Area G1 Director	Hillary Derrick
Area G2 Director	Roberta Eykholt
Area G3 Director	Christopher Ashley
Area H1 Director	Michael Flaus
Area H2 Director	Diane Isherwood
Area H3 Director	Mary Clare Addington
Area H4 Director	Sarah Davy
Area H5 Director	John Plunket
Area J2 Director	Karen Lynley
Area J3 Director	Steve Brown
Area J4 Director	Kendall Eade
Area J5 Director	Anna Cramp

Apologies:

Division D Director	Bailey Wood
Division E Director	Brian Preddy
Area D1 Director	Lachlan McNeill
Area D4 Director	Marina Taylor
Area E2 Director	Charlotte Elphick
Area E3 Director	Daniel Kennett
Area E4 Director	Tina Morrell
Area E5 Director	Tim Schurr
Area G4 Director	Trevor Garnett
Area G5 Director	Mano Ram

NOTES FROM THE DISTRICT OFFICER TRAINING ON 9 FEBRUARY 2019

If you know anyone who may not be currently in a District Officer role but would be happy to assist on Committees etc, please pass their names onto the District Director so they can utilise their skills.

Area Director Visits

Area Directors are there to support Clubs with advice and assistance. Area Directors can contact the Division Director or District Director for advice and assistance. The better your relationship with your Clubs the better the communication between you will be.

Area Director Reports

Carol discussed the Club Visit Reports. These reports help assess where resources or help is required.

Tips for preparing Club Visit reports:

- Send the draft report to Club President's prior to the visit so they can pre-fill in the relevant sections to help you.
- On the last page where it listed Award Achievements, if the Club has not filled this in you can check the Dashboard on the TI website to see what achievements have been submitted. Carol can provide directions on how to use Dashboard if you are unsure.
- Be honest in your report. If you don't say where things can be improved then nothing will change. Be constructive, but not harsh, with your comments.

Try and get the Visits and reporting done prior to Conference in May.

Celina showed how to access Dashboard:

- Go to <http://dashboards.toastmasters.org/>.
- Select your District (72), Daily Reports, Educational Achievements (current year).
- Sort by clicking Name in the header bar and this will list all Club members for that Club who have claimed awards.
- Some people show as Name Unavailable. You can check the Membership Number against the Membership list to find the person's name.
- Membership List is found in District Central, Reports, District Membership Report.
NB: it will only show current active members.

Realignments

This is happening in some areas. If you are looking at shifting Clubs under your control you must consult with each of them prior to submitting a recommendation for realignment to the Executive as it will not be accepted without their consent.

Billboards

These have been prepared in Areas D and E. Printing is underway for the southern South Island area and quotes are being sought for Areas G, H and J.

If you know of any printers who can prepare billboards (1.2m x 0.90m) please let Celina and Carol know so they can get quotes from them.

Video Clips on Why You Joined Toastmasters

Promotional videos clips are being produced by individual members saying why they joined TM and what they are getting out of it. An email will come out with more information about this shortly.

Branding - Banners and Ribbons

TI has directed that ribbons be placed either to the side of the banner or on the back so it does not obscure the TI logo. Ribbons can be put onto a separate piece of material to display them.

There are a number of the old style banners still out there. These should be replaced with the current version. If you take old style banners to conferences they will not be displayed. An email will be sent out to all Clubs before the Mosgiel conference in regards to this.

International President Lark Doley

Lark Doley will be visiting NZ in May. She will be attending events in Wellington on 7 May Wellington, Christchurch on 8 May and attending the May Convention in Mosgiel.

Pathways

About 40% of new members are not logging into Pathways. New members will now be personally invited to participate in a webinar on how to use Pathways. Existing members who are struggling with Pathways can also participate in the webinar.

Some Clubs are providing copies of CC and CL manuals (either manuals held by Club or photocopies of them) to new members to avoid Pathways. New members should not be using the legacy system (CC, CL etc) as they will not be eligible to claim awards under the legacy system.

Club Officer Training

Club Officer Training is changing. Club Officers will be required to undertake online training once they are elected to a role, as well as attending the face to face training.

Printed Club Leadership Handbooks are now extinct – they are only available online now. Keep the printed copies handy as they are a valuable resource.

Facebook

If you want things posted or advertised on the District Facebook page send them to David O'Brien and he will upload it.

Toastmasters Fortnight

Scheduled for the two weeks' commencing 25th February.