

**New Zealand Toastmasters  
District 72 Administration Meeting  
Sunday 4 March 2018  
St Andrews On The Terrace, 30 The Terrace, Wellington  
commencing 9.15 am**

**AGENDA**

	<b>ITEM</b>		<b>PRESENTER</b>
1	Call to order and welcome	DD	Sarah Bate
2	Mission Statement	PQD	Toni Sharp
3	Notice of Meeting	AM	Michelle Gerwitz
4	Speaking Rights	DD	Sarah Bate
5	Apologies	AM	Michelle Gerwitz
6	Confirmation of Quorum	DP	Chrissy Meyer
7	Changes to and confirmation of Agenda	DD	Sarah Bate
8	Minutes of District Executive Meeting held 10 November 2017		
	8.1 Corrections to the Minutes	DD	Sarah Bate
	8.2 Matters arising from the Minutes	DD	Sarah Bate
9	Correspondence	AM	Michelle Gerwitz
10	Urgent Business		
	10.1 Confirmation of Officer Resignations	DD	Sarah Bate
	10.2 Confirmation of Officer Appointments	DD	Sarah Bate
	10.3 Confirmation of new Clubs into Areas	DD	Sarah Bate
11	Convention Reports		
	11.1 Final Report from Gisborne Convention – November 2017	PQD	Toni Sharp
	11.2 Report from Waipuna Convention – May 2018	PQD	Celina Templeman
12	Financial Reports		
	12.1 Final Financial Report for Gisborne Convention – November 2017	FM	Tania Fraser
	12.2 Progress Report for Waipuna Convention – May 2018	FM	Tania Fraser
	12.3 Management Accounts for the six months end 31 December 2017	FM	Tania Fraser
13	Senior District Officer Reports		
	13.1 Division Directors	DivD	A,B,C,D,E,F,G,H,J
	13.2 Public Relations Manager	PRM	Steve Preston
	13.3 Club Growth Director	CGD	Fiona Hodge/Neil Stichbury
	13.4 Program Quality Director	PQD	Toni Sharp/Celina Templeman
	13.5 Immediate Past District Director	IPDD	David Templeman
	13.6 District Director	DD	Sarah Bate
14	General Business		
	14.1 Reformation	DD	Sarah Bate
	14.1.1 Realignment	PQD	Celina Templeman
	14.2 Other General Business		
16	Announcements		
	Next Meeting – District Executive Meeting - to be held on 4 May 2018 commencing 9.45 am at Waipuna Hotel and Conference Centre, 58 Waipuna Rd, Mount Wellington, Auckland	DD	Sarah Bate
17	Close	DD	Sarah Bate