

**Minutes of the District Administration Committee Meeting
Sunday 23rd July 2017
St Andrew's on the Terrace, 30 The Terrace, Wellington
Commenced at 9.25am**

Present

District Director	Sarah Bate
Programme Quality Director North	Toni Sharp
Programme Quality Director South	Celina Templeman
Club Growth Director North	Neil Stichbury
Club Growth Director South	Fiona Hodge
Public Relations Manager	Steven Preston
Finance Director	Tania Fraser
Parliamentarian	Chrissy Meyer
Administration Manager	Michelle Gerwitz (remote)
Immediate Past Division Director	David Templeman
Division A Director	Erica Richardson
Division B Director	Georgie Templeton
Division C Director	Kathryn Duncan (remote)
Division D Director	Bailey Wood
Division E Director	Timothy Law
Division F Director	Sharon Kerr-Phillips
Division G Director	Rob Woolley
Division H Director	Scott Martins
Division J Director	Colin Leong

1. Call to Order and Welcome

District Director Sarah Bate called the meeting of the Toastmasters International District 72 Administration Committee to order at 9.24am and extended a warm welcome to all delegates, members, and guests present. She reminded all those present to turn off any devices which could disturb the meeting.

2. District Mission

Programme Quality Director North, Toni Sharp, read the Mission Statement.

3. Notice of Meeting

Administration Manager, Michelle Gerwitz, read the Notice of Meeting.

4. Speaking Rights

District Director, Sarah, explained voting and speaking rights.

All District Officers have voting rights at this meeting. District Officers include:

- All Division Directors
- Administration Manager, Michelle
- Finance Manager, Tania
- Public Relations Manager, Steve
- Club Growth Directors, Neil and Fiona
- Program Quality Directors, Toni and Celina
- Immediate Past District Director, David
- District Director, Sarah

Under Toastmasters International Policy, District Director, Sarah has the right to invite those who she believes have business before the Administration Committee to attend this meeting and extended speaking rights to them. Sarah invited PDDG Chrissy Meyer to officially attend as Parliamentarian and extend speaking rights to her.

5. Confirmation of Quorum

District Parliamentarian, Chrissy Meyer confirmed that a quorum was present.

A quorum for a District Administration Committee Meeting is the majority of its members. The Administration Committee currently has nine senior officers, and nine Division Directors, making a total of 18 members. A quorum is ten members.

There are 18 members present, we do have a quorum.

6. Apologies

Administration Manager, Michelle confirmed there were no apologies.

“That these apologies be accepted.”

Moved: Tim Law

7. Urgent Business

7.1 Confirmation of Resignations

The following officers has resigned since the District 72 Council Meeting held on 13th May 2017:

- Kevin Prohl – Division A Director
- Heather Tuner - Area Director E2
- Sharon Kerr-Phillips – Division H Director
- Scott Martins – Division F Director

Moved: Steven Preston, Public Relations Manager
Seconded: Timothy Law, Division E Director
CARRIED

7.2 Confirmation of Appointments

The following appointments have been made since the District 72 Council Meeting held on 13th May 2017:

- Erica Richards – Division A Director
- Sharon-Kerr Phillips – Division F Director
- Scott Martins – Division H Director
- Jonathan Darby – Area Director A3
- Warwick Fleming – Area Director B2
- Jo Moar – Area Director E2

Moved: Bailey Wood, Division D Director
Seconded: Erica Richardson, Division A Director
CARRIED

7.3 New Clubs

The following Clubs have chartered since the District Council meeting held on 13th May 2017: (Please note that these clubs were chartered in the last Toastmaster year but need to be acknowledged):

Division	Area	Club Number	Club Name	Location
G	8	6571477	Bay Harbour Toastmasters Club	Lyttleton
J	5	50893988	Wadestown	Wellington
E	4	6570187	Te Puni Korero Toastmasters	Wellington
G	3	5826989	Leadership Academy Toastmasters Club	Christchurch
E	7	6509882	Newtown Toastmasters	Wellington

District Director, Sarah, took the opportunity to thank all of those people involved for in bringing these Clubs to fruition for all their dedication and hard work, saying it was very much appreciated.

8. Confirmation of Agenda and Additional Items

There are no changes to, or additional items to be added to the Agenda.

9. Minutes of District Executive Meeting 12 May 2017

The Minutes of this meeting have been circulated.

9.1 Corrections

There are no corrections which need to be made to these minutes.

“That the minutes of the District 72 Executive Committee Meeting held on 12th May 2017, as circulated, are a true and correct record.”

**Moved: Tania Fraser, Finance Manager
Seconded: Bailey Wood, Division D Director
CARRIED**

9.2 Matters Arising from the Minutes 12th May 2017

There are no matter arising from these Minutes.

10. Correspondence

There have been no items of correspondence received concerning issues that need to be addressed by the Administration Committee.

11. Senior District Officer Reports

11.1 Immediate Past District Director’s Report

IPDD David presented his report as tabled.

“That the report from the Immediate Past District Director be received.”

**Moved: David Templeman, Immediate past District Director
Seconded: Sharon Kerr-Phillips, Division F Director
CARRIED**

11.2. Verbal reports from Division Directors: A, B, C, D, E, F, G, H, and J

- Division A Director, Erica, presented the report for Division A. The Division goal is to be at least distinguished. Division A has a full complement of Area Directors. CLT is well underway and the Division Conference is set for 30 September.

Erica moved that her report be received.

- Division B Director, Georgie, presented the report for Division B. Division B now has a full complement of Area Directors and a Division Council meeting has been held. CLT, Area and Division contest dates are all confirmed. The team is in good spirits and looking forward to the year ahead.

Georgie moved that her report be received.

- Division C Director, Kathryn, presented the report for Division C. Three CLT sessions are coming up. Area Directors are going well. Hoping to get Aspiring Leaders chartered by using Zoom to open options for potential members Division-wide. Investigations are being undertaken in Cromwell and Balclutha to ascertain interest for possible new clubs.

Kathryn moved that her report be received.

- Division D Director, Bailey, presented the report for Division D. At present two Area's do not have Area Directors assigned, however the goal is to fill these positions. Division goal is to be President's Distinguished. At present half of clubs have fewer than 15 members and a further goal is for these to achieve Distinguished by increasing membership. Biggest Division challenge is the geographical distance and ways of overcoming this are being investigated.

Bailey moved that his report be received.

- Division E Director, Tim, presented the report for Division E. Two CLTs are already completed with three clubs having at least four officers trained. Goal is to be at least Select Distinguished Division with no loss of clubs, however a potential set back to this has already been identified with The Gourmet voting to close. Alternatives to prevent this closure are being looked into at this time. Workshops are scheduled two-monthly and more CLT sessions are scheduled. There is a full complement of Area Directors and the team is excited about the year ahead.

Tim moved that his report be received.

- Division F Director, Sharon, presented the report for Division F. She has an incredible team of Area Directors who have pulled together well. Two CLTs have already been held. Seven clubs are in formation and six clubs have been identified that the team will be working closely with.

Sharon moved that her report be received.

- Division G Director, Rob, presented the report for Division G. A full team is in place including all support roles. CLTs have been held with good numbers attending and one more CLT is scheduled. Three Clubs had full attendance of all officers and only one Club did not have any officers present. Word is out early for Clubs to hold Demonstration Meetings in September. Area Directors have contacted their Clubs and notified them of their official visits. Workshops are forthcoming. Division team will clarify their goals at the next Division Council meeting. There are two potential clubs in the system. Division goal is to have all clubs Distinguished.

Rob moved that his report be received.

- Division H Director, Scott, presented the report for Division H. There was a change in leadership initially. Personal goal is to leave the Division in no worse a state than what it was at the beginning of this term. There is potential for Division to achieve Presidents Distinguished. Britomart is looking to close and one other club

is on the “close watch” list. Fidelity and Red Carpet clubs in formation both have the potential to charter. CLT starting next week. Acknowledgement and thanks were given to Christine Alcott, Erica Richardson, Sharon Kerr-Phillips and Neil Stichbury for support and advice.

Scott moved that his report be received.

- Division J Director, Colin, presented the report for Division J. Goal is to be Distinguished or better. Currently has one club in formation aiming to charter. Currently has seven Area Directors appointed and is looking to appoint an Area Director to Area J2. Three CLT dates have been confirmed with a further to desiring to be scheduled.

Colin moved that his report be received.

“That the verbal reports for the Division Directors be received”

**Seconded: David Templeman, Immediate Past District Director
CARRIED**

12. General Business

12.1 Update on District Success Plan and Budget

District Success Plan is in progress with the 30 September deadline for registering with Toastmasters International to be met.

Budget is also in progress and although it will be filed by the 30 September deadline is still able to be modified if required by the November Executive when presented.

12.2 Report from the Gisborne Convention

\$12,100 has been received to date as income from registrations. There is one potential keynote speaker who focuses on storytelling still to be confirmed as she is trying to coordinate a paid event in Auckland in order to fund her trip. Two other local keynote speakers have been confirmed and if required an extra workshop session can be run to fill the gap of the storyteller. Air NZ has come to the party with a voucher code for registrants and are also looking to put on extra flights. This information is to be circulated to Clubs in the near future. Emerald Hotel was not communicating well in relation to the Executive dinner on Friday night or lunch on Saturday so this has been moved to another restaurant a very short distance away. Other than this all is tracking well.

12.3 Report from the Waipuna Convention

Conference is looking to start with Executive meeting at approximately 10:30 on Friday morning. No budget has yet been received. David Nottage is running a workshop on the Friday afternoon at a cost of \$50.00 (or free for those inconvenienced by the Friday workshop at the Wellington Conference). Brett Rutledge is running another workshop

in the evening which also costs \$50.00. For attendees registering for both workshops and paying in full the cost will be reduced to \$80.00. The theme is “Embracing Change”. Dine and Dance buffet has been confirmed. Candidates Showcase is looking to be held at 4:00 on Friday afternoon. Conference team is presently working to confirm Keynote speakers and Educationals.

12.4 Marketing Update

Marketing Plan is in progress. District goal is to be distinguished and at this stage there is notification that two clubs are looking to close.

12.5 District Public Relations

A monthly newsletter is to go out to all clubs on the 1st of the month. Focus is going to be placed on the website, Facebook, billboards, media guide, run video contest, Google advertising, and other avenues. Will be working closely with Club Growth Directors.

12.6 Venue for future DEMs / DOTs

- 2 – 3 September, District Officer Training and Executive Meeting, Brentwood Hotel, Wellington
- 10 – 12 November – Gisborne Convention, Executive Meeting, District Officer Training and Council Meeting, Emerald Hotel, Gisborne
- Apologies to be sent to Administration Manager, Michelle.

13. Announcements

The next meeting will be a District Executive meeting on Sunday 3 September 2017, at the Brentwood Hotel, Wellington. This meeting will be held in conjunction with the District Officer Training taking place over that weekend. Apologies to be sent to Administration Manager, Michelle.

“That the July Administration Committee Meeting be closed.”

**Moved: Timothy Law, Division E Director
Seconded: Bailey Wood, Division D Director
CARRIED**

14. Close

Meeting closed at 9:55 am.