

**Minutes of the District Executive Meeting
Friday 4th May 2018
Waipuna Hotel, Auckland
Commenced at 9:45am**

Those present (see **Appendix 1**)

1. Call to order and welcome

District Director Sarah Bate called the meeting of the Toastmasters International District 72 Executive to order at 9:45am 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. She asked everyone to sign the attendance list or mark 'apology' only if they are carrying an apology for someone else. Sarah asked all those who would be speaking in the meeting to stand, address the chair, and say their name and Area or Division they are representing before speaking. She encouraged everyone to speak as they are the voice for their respective Clubs.

2. Mission Statement

Programme Quality Director South, Celina Templeman, 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 Area Directors
- All Division Directors
- Administration Manager, Michelle
- Finance Manager, Tania
- Public Relations Manager, Steve
- Club Growth Directors, Fiona and Neil
- Programme 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.

Speaking rights were also extended to:

- District Conference Consultant, Joan Hook
- Joy Ackrill, Assistant Parliamentarian
- Laurel Francis, D172 Nominations Committee Chair
- Denis McCord, D112 Nominations Committee Chair
- Alun Chisholm, D72 Statistician

Mark Baker, Northside Club, is invited to speak during Agenda Item 16 only.

5. Apologies

Administration Manager, Michelle reported the apologies with others announced from the floor. (Refer Appendix 2)

“That these apologies be accepted.”

Moved: Timothy Law, Division E Director

6. Confirmation of Quorum

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

A quorum for a District Executive Committee Meeting is the majority of its members. The Executive Committee currently has 9 senior officers, 9 Division Directors and 56 Area Directors making a total of 74 members. A quorum is therefore 37 members.

There are 55 members present, we do have a quorum.

7. Changes to and Confirmation of Agenda

- There are no changes to the Agenda.
- District Director, Sarah Bate did advise that for Item 16, the Top Table would step down, and that item would be chaired by Joan Hook.

8. Minutes of District Administration Meeting held 4th March 2018

The minutes of these meetings have been circulated.

8.1 Corrections to the minutes

Sarah advised that significant corrections to the Minutes should be advised now. Any minor corrections to be given to Michelle after this meeting.

There was one correction received:

- 14.1 Realignment Report – New D72 Division lettering is C, D, E, G, H, and J, not C, D, E, G, J, and K

“That the minutes of the District 72 Administration Meeting of 4th March 2018 as corrected are a true and correct record.”

Moved: Stephen Preston, Public Relations Manager

Seconded: Linda Barnes, Area Director C5

CARRIED

8.2 Matters arising from the minutes

Area Director F6, Murray Coutts asked about three statements on page 7 of the minutes:

1. “Division G Director, Rob Woolley says he has an email from Toastmasters International confirming that this is a misappropriation as was not outlined that it is for prizes.”
2. “Division G Director, Rob Woolley reiterated that he has an email from Toastmasters International confirming that this is a misappropriation as was not outlined that it is for prizes.”
3. “District Director, Sarah Bate I would like to see that please. Division G Director, Rob Woolley confirmed that he would forward it.”

Has Rob Woolley provided Sarah with that email?

District Director, Sarah Bate confirmed that she had received a copy of the email.

Area Director F6, Murray Coutts stated a concern that Toastmasters International governing documents state that the District is obliged to forward any criminal activity to Police. Under the New Zealand Crimes Act misappropriation is a crime. Has Rob reported this to the Police?

District Director, Sarah Bate reiterated that the email was forwarded as requested, she and Rob Woolley had a telephone conversation about it and confirmed that Rob had the meaning of the word incorrect, so there needs to be no further discussion.

Area Director F6, Murray Coutts stated that for the record, is Rob Woolley willing to formally withdraw the statement and accept that it is not true?

Division G Director, Rob Woolley clarified that he meant the funds were used for as purpose which is not in line with Toastmaster International Policy. It is not able breaking law; not about criminality. He would hope accusations stop as they are not true

Area Director F6, Murray Coutts stated he is not capable of knowing what is in Rob’s mind. He can only go on with his word, and, when he hears the word “misappropriated” he gets really concerned.

Division G Director, Rob Woolley reiterated that he discussed this with Sarah Bate on the phone as he was concerned about it because of Sarah’s and Tania’s profession. He clarified with her that there was no purposeful wrong-doing and that there was a misunderstanding of one particular word; he is not accusing of anyone of criminal activity. Murray has had plenty of opportunities to clarify what I meant.

District Director, Sarah Bate reiterated that at the District Administration Meeting she understood she was being accused of theft. She wanted to see email to see if this was the case, and the email implied it was. Sarah has written to Toastmasters International to clarify, and they have confirmed there has been no theft of funds.

9. Correspondence

There has been one item of correspondence received that concerns issues that need to be addressed by the Executive:

- Correspondence from Balraj Arunasalam, International President and Daniel Rex, Chief Executive Officer concerning the National Video Competition

“That the inwards correspondence is received.”

Moved: Michelle Gerwitz, Administration Manager

Seconded: Bailey Wood, Division D Director

CARRIED

10. Urgent Business

10.1 Confirmation of Officer Resignations

There have been no resignations received since the District 72 Administration Meeting held on 4th March 2018.

10.2 Confirmation of Officer Appointments

There have been no officers appointed since the District 72 Administration Meeting held on 4th March 2018.

10.3 Confirmation of Clubs into new Areas

The following Clubs have chartered since the District 72 Administration Meeting held on 4th March 2018:

Division	Area	Club Number	Club Name	Location
J	3	5921304	Paekakariki Early Birds	Paekakariki
E	2	6625398	Collider 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. She also congratulated Paekakariki Early Birds and Collider Toastmasters Clubs on their chartering.

11. Conference Reports

11.1 Report from Waipuna Conference May 2018

Program Quality Director South, Celina Templeman, presented the report.

- There are over 300 people registered to attend
- Everything is going according to plan, except that the band has been changed due to a family bereavement

- The Conference is within budget as this stage.

Area Director F6, Murray Coutts stated that District procedures (DP 8.4) require the District Executive to approve conference programmes including educationals. He notes that this has not been done at any executive meeting to date. This should have been done some months ago and it is too late for the Executive to approve it now.

Program Quality Director South, Celina Templeman stated she wasn't aware that the Executive had to formally approve the programme at these meeting. There have been discussions with Sarah, Toni and Celina with regards to content. Does that meet the requirements?

Area Director F6, Murray Coutts stated that if the District has confirmed we have to do something we probably should.

11.2 Report from Hamilton Conference May 2019

Program Quality Director North, Toni Sharp asked Katrina Hudson and Georgie Templeton to present their report.

Area Director B5, Katrina Hudson and Division B Director confirmed that the conference is happening.

- Venue is booked - Distinction Hotel in Hamilton.
- Budget is drafted.
- The team have had a couple of meetings.
- Ross Kennedy is potential the chair.

Program Quality Director North, Toni Sharp noted it is a transition phase for both conferences in May 2019.

Division C Director, Kathryn Duncan asked how can there be a registration form provided already when the budget hasn't been approved?

Program Quality Director North, Toni Sharp confirmed there that previous history has had this happen and they're working in alignment with what the process has been to date.

11.3 Report from Dunedin Conference May 2019

Program Quality Director South, Celina Templeman asked Kathryn Duncan to present her report.

Division C Director, Kathryn Duncan confirmed that the Dunedin conference is going ahead in leaps and bounds and a "save the dates" has been included in the Waipuna Convention bag.

- Venue is booked – Burns Lodge in Mosgiel, is an old seminary.
- The theme is "Through the Looking Glass – reflecting on the past, looking to the future."
- Budget is drafted and ready for approval.
- The team is looking forward to seeing you all there.

12. Finance Manager's Reports

12.1 Final Report for Gisborne Conference November 2017

Finance Manager, Tania Fraser presented the Final Report for the Gisborne Conference, November 2017, with explanations, as published.

"That the report be received."

**Moved: Tania Fraser, Finance Manager
Seconded: Kylee Maloney, Area Director J1
CARRIED**

Discussion

Division G Director, Rob Woolley commented that when Area Directors and Division Directors received emails about the refund. I sent an email back to Sarah about it. While I am not necessarily against it, it wasn't discussed. There is procedure which suggests it should be. This is not compulsory but I think it should have been. We had a surplus. It was likely there would be a surplus before the conference occurred, so the funds could have been used for something extra at the conference for the people who attended. Because the information was only sent by email there was no discussion and this needs to be changed going forward. These funds could have been spent on other things.

12.2 Progress Report for Waipuna Conference May 2018

Finance Manager, Tania Fraser presented the Progress Report for the Waipuna Conference, May 2018, with explanations, as published.

"That the report be received."

**Moved: Tania Fraser, Finance Manager
Seconded: Glenys Brown, Area Director J6
CARRIED**

Discussion

Area Director F6, Murray Coutts noted that for this conference there is a substantial fee for the Friday night event. This is the first District Conference which there is a Friday night charge for entertainers. He would question a fee for paying entertainers. Hopes that this does not become a precedent. In the past there has been no cost for the Friday night activity and there was great camaraderie. Several people have chosen not to attend tonight because of cost. Hope this does not become par for the course for future events.

Division E Director, Timothy Law commented that saying there has been no expense for Friday night entertainment is not true. At Blenheim there was a small charge and in May last year, in Wellington there was a similar charge to Waipuna, so that statement is not right.

Division G Director, Rob Woolley agreed that shouldn't charge extra for these events. In Blenheim there were Master-classes in the afternoon and a quiz night in the evening, but there wasn't a charge for these.

Club Growth Director South, Fiona Hodge confirmed that there was a minimal cover charge at Blenheim.

Division G Director, Rob Woolley commented that this was for non-members only. If there is a small charge for a Friday night activity that needs to be incurred, this needs to be absorbed by the conference budget.

Immediate Past District Director, David Templeman said that moving forward Friday night will change anyway. With four contests to be held over the weekend there will be no social event on Friday night as there will need to be a contest then. There is no point having this discussion.

Division J Director, Colin Leong asked why the report is presented with GST included and excluded and who does GST go to?

Finance Manager, Tania Fraser confirmed that the conference committee uses inclusive figures as it is easier for them to see their actual costs; but, when we report we strip out GST as we need to see what happens with the base figures. The GST goes to the IRD.

12.3 Management Accounts for the 6 months ended 31 December 2017

Finance Manager, Tania Fraser presented the Management Accounts for the 6 months ended 31 December 2017, with explanations, as published.

These accounts have now been audited. The draft document was published on the website, but the Auditor's Report was received on 1 May 2018, so these are now the final accounts.

"That the report be received."

**Moved: Tania Fraser, Finance Manager
Seconded: Erica Richardson, Division A Director
CARRIED**

Discussion

No discussion.

12.4 Management Accounts for the 9 months ended 31 March 2018

Finance Manager, Tania Fraser presented the Management Accounts for the 9 months ended 31 March 2018, with explanations, as published.

"That the report be received."

**Moved: Tania Fraser, Finance Manager
Seconded: Celina Templeman, Programme Quality Director South
CARRIED**

Discussion

Division A Director, Erica Richardson acknowledged that Tania has done a fantastic job this year of explaining the inexplicable. She is also pleased to know that there are plans to spend Marketing surplus.

Division G Director, Rob Woolley presented two points:

- We had a District Administration Meeting early on in the Toastmasters year and that David Templeman and I were quite adamant that the Marketing spend is mostly spent in the first half of the year. This means that all Clubs can benefit from it. Now we have a massive underspend with two months to go; it is a waste of time to spend it now. Clubs have been struggling all year; it is too late to help them now. Going forward we need to work out how we can spend this money at the start of the year.
- We have a new asset, a Surface Pro that the winner is not going to get. This has gone onto asset sheet supposedly for the use of the Administration team. How will they use it and why it is not going to the proper winner?

District Director, Sarah Bate confirmed that the Club Growth Directors and Public Relations Manager will respond to first question.

Club Growth Director South, Fiona Hodge agrees with what Rob (Woolley) and David (Templeman) said; we should ideally be spending Marketing funds at the start of the year, but no Marketing money is wasted. Although spend now may not help District get Distinguished this year, it will still help clubs and members and will help going forward into next year. It is ideal to spend the Marketing funds at the start of the year, and we need to support those incoming people to do that.

Club Growth Director North, Neil Stichbury commented that Marketing spend needs to happen all year round. We never want to say “no” to a club. We have not said “no” at all this year, but have offered percentages when Clubs have lots of funds. Clubs with lots of funds should be spending their funds before District funds. Any club can apply to the Marketing budget. If you know of a Club that is struggling, see how much money they have. If struggling, encourage them to apply. We will be spending the money in the next two months; it is a full year effort.

Public Relations Manager, Stephen Preston commented that we didn’t let down any clubs. Membership is higher this year than at the same time last year. We are constantly telling Clubs that there is money available. We need Clubs to apply for money. Area Directors need to encourage Clubs to utilise this funding source. There is still money – Clubs need to utilise it. We are continuing to do what we promised we'd do. Facebook advertising is being used effectively for small communities. Over the next two months we will be really pushing this. The Budget is spread across the year; if we identify that sometimes are better than others, funds can be moved. This has been done. Some things have been deferred longer than we would have liked, but it is all planned.

Division F Director, Sharon Kerr-Phillips reiterated that we need to encourage all Clubs to use Facebook advertising for Demonstration Meetings. It is very successful with the number of guests received for a number of new Clubs being very high, with a lot of conversion into members. Some of the non-city-based clubs have really benefitted from this.

Division E Director, Timothy Law commented that Facebook advertising and boosted posts, got one Club four new members in one month.

Area Director F6, Murray Coutts addressed the second point from Rob Woolley. The Club who received the prize from the Video Competition had a meeting and decided they didn't want the prize so gave it back to District. Finance Manager had an issue with what to do with it, and correctly put

into assets. It will be up to the incoming District Directors to decide what to do with it.

Division A Director, Erica Richardson raised a point of order that this item is on the agenda to be discussed later.

District Director, Sarah Bate agreed and moved that the second question is part of agenda item 16, so it should be discussed then.

**Seconded: Sian Killick, Area Director F2
CARRIED**

Additional Discussion

Division E Director, Timothy Law asked what is the value needed for something to become a fixed asset?

Finance Manager, Tania Fraser confirmed it is \$500 GST

12.5 Budget for D112 Hamilton May 2019 Conference

Finance Manager, Tania Fraser presented the Budget for D112 Hamilton May 2019 conference, with explanations, as published.

“That the budget be received.”

**Moved: Tania Fraser, Finance Manager
Seconded: Murray Coutts, Area Director F6
CARRIED**

Discussion

Area Director B5, Katrina Hudson asked why it is called Hamilton. It should be Waikato.

Finance Manager, Tania Fraser agreed, should be Waikato and will change this reference on documentation.

“That the budget be adopted.”

**Moved: Tania Fraser, Finance Manager
Seconded: Georgie Templeton, Division B Director
CARRIED**

12.6 Budget for D72 Dunedin May 2019 Conference

Finance Manager, Tania Fraser presented the Budget for D72 Dunedin May 2019 conference, with explanations, as published.

“That the budget be received.”

Moved: Tania Fraser, Finance Manager
Seconded: Alison McKone, Area Director J8
CARRIED

Discussion

Area Director F6, Murray Coutts commented that in previous years, District had an attitude that you only put sponsorship income in a Budget if it is cash and that you are certain you are going to get it. This Budget shows sponsorship at a higher level than the surplus. Can team explain what they will do if the sponsorship does not come through?

Division C Director, Kathryn Duncan agreed that we should take the sponsorship out as we can't guarantee it.

Finance Manager, Tania Fraser will amend the Budget as discussed.

“That the budget, with adjustments be adopted.”

Moved: Tania Fraser, Finance Manager
Seconded: Kathryn Duncan, Division C Director
CARRIED

District Director, Sarah Bate thanked Tania for all her hard work. It is hours and hours of work every month; a huge job. Thank you Tania.

Meeting adjourned at 11:09am

Meeting resumed at 11:21am

13. Senior District Officer Reports

13.1 Division Directors: A, B, C, D, E, F, G, H, and J

Division A Director, Erica Richardson presented the report for Division A.

- There are no updates to the report as it was presented.

Erica moved that her report be received

Division B Director, Georgie Templeton presented the report for Division B.

- The Division is excited about the D112 Conference which we have already heard about.
- There was a very successful Division Conference and we will be cheering very loudly for our winners here this weekend.

Georgie moved that her report be received with verbal updates

Division C Director, Kathryn Duncan presented the report for Division C.

- Congratulations to Graham Hunt on receiving his second DTM.

Kathryn moved that her report be received with verbal updates

Division D Director, Bailey Wood presented the report for Division D.

- There are no updates to the report as it was presented.

Bailey moved that his report be received

Division E Director, Timothy Law presented the report for Division E.

- Collider has chartered.
- Housing NZ paperwork to be submitted this week. Housing NZ has an Auckland office in Greenlane. Will have a video conference meeting and will be asking for support from Division H for sponsors and mentors.
- Pauline Gallagher (Area Director E4) will be first Presidents Distinguished Area Director for whole of D72.

Tim moved that his report be received with verbal updates

Division F Director, Sharon Kerr-Phillips presented the report for Division F.

- Congratulations to Helen Gaensicke for achieving her DTM.
- Judy Uden and Angela Norman have been appointed as club coaches for Northland Review.
- Division Conference and dinner were both successful.
- There are a huge number of people who have supported Division F this year – thanks to all those people
- The Northland Pathways Training Workshop was received really well. Since then, the number of people starting Pathways has increased. We will hold another one for Club Officers and successors so they can understand Pathways more before they take on their role.
- Anticipating that Top Notch will be un-suspended, however, another Club, North Tech has been suspended.

Sharon moved that her report be received with verbal updates

Division G Director, Rob Woolley presented the report for Division G.

- He has unconfirmed information that we may have lost Hokitika Club, but Rob is not able to confirm at the moment. He will follow up when he returns home.

Rob moved that his report be received with verbal updates

Division H Director, Scott Martins presented the report for Division H.

- Division H is back to where it started. There was a loss of one Club but a new one has been chartered. His goal for the year has been achieved.
- Areas are tracking well and should mostly be Distinguished.

- Have reports of potential new Clubs in 2018/2019 year.

Scott moved that his report be received with verbal updates

Division J Director, Colin Leong presented the report for Division J.

- Paekakariki Early Birds has charted.
- A very successful Division J Conference was held.
- Chalaka Salpadoru has received his DTM.

Colin moved that his report be received with verbal updates

Seconded: Alison McKone, Area Director J8

13.2 Public Relations Manager Report

Public Relations Manager, Stephen Preston presented the report.

There are no updates to the report as it was presented.

**Steve moved that his report be received
Seconded: Sipho Ndlhovu, Area Director B4**

13.3 Club Growth Directors' Report

Club Growth Directors, Neil Stichbury and Fiona Hodge presented their report.

- Paid Clubs to date down to 276
- Membership payments received = 10,656
- New Club - Paekakariki Early Birds
- We looked at attending the Careers Expo last year and decided it was too expensive to have stands at it, but we did put some advertising in their magazine at a discounted rate. Re-looking at it this year, we have decided to go ahead. The Christchurch Expo next week. We asked Rob if it was possible to have people available on the stand at short notice, and he confirmed it can be done. There are Expo's taking place in Christchurch, Hamilton, Wellington, and Auckland. We will need people to be on the stands at all of these. They take place on weekdays during the day. Division Directors that are affected, please let Neil know if you have people available to be on the stands.
- Membership changes happen at renewal periods. Lots of members are lost during this time. We need to make sure Clubs do lots of marketing at this time.
- We're working with Phantom Billstickers to advertise in Christchurch, Wellington, Dunedin, Hamilton, and Auckland for a three week period at a cost of \$5,500
- We have asked people around the whole country to host billboards on their front fence. The design has changed so we will be asking people again in the hope that the new design encourages people to be more receptive to this idea. The billboards are timeless.

**Neil moved that the report be received with verbal updates
Seconded: Glen Pearce, Area Director J5**

13.4 Program Quality Directors' Report

Program Quality Directors Celina Templeman and Toni Sharp presented their report.

Total awards registered: 1046. The breakdown is as follows:

- Level 1: 43
- Level 2: 13
- Level 3: 6
- Level 4: 3
- Level 5: 2
- CC: 346 (261 of these are first time)
- ACB: 109
- ACS: 67
- ACG: 49
- CL: 218
- ALB: 84
- ALS: 32
- HPL: 43
- DTM: 31
- 59 Club have reached Distinguished or better.
- A large number of clubs need only 1 or 2 members or points to become Distinguished.

DTMs registered since report filing include:

- Baptist Lobo
- Graeme Hunt
- Maria Gear
- Helen Gaensicke
- Carol Mitchell
- Owen Winter
- Samuel Masters

Discussion

Area Director F6, Murray Coutts confirmed that another DTM, John O'Leary, was logged this morning

District Director, Sarah Bate clarified that no others can be accepted at this meeting unless they are on the list.

**Celina moved that the report be received with verbal updates
Seconded: Timothy Law, Division E Director**

13.5 Immediate Past District Director's Report

Immediate Past District Director, David Templeman presented the report.

- There are no updates to the report as it was presented.

David moved that his report be received

13.6 District Director's Report

District Director, Sarah Bate presented her report.

Sarah extended a thank you to the Top Table, Division Directors and Area Directors. You are all doing a sterling job with lots of things going on and it is appreciated.

**Sarah moved that her report be received with verbal updates
Seconded: Alan Holloway, Area Director D3**

All those in favour of receiving all reports other than the Finance Manager Reports

CARRIED

Discussion

Speaking of Levin

Immediate Past District Director, David Templeman asked for an update from Colin regarding Speaking of Levin.

Division J Director, Colin Leong confirmed that the majority of club members would like to be part of D72 but they need to re-confirm this at their AGM and take a vote.

District Director, Sarah Bate clarified that they can do that, but an affirmative vote by the club would not make it happen this year. It must go to International Board of Directors and they can change it.

Area Director F6, Murray Coutts commented that the request will also have to be approved by new D72 and D112 Councils before going to the International Board. The change would take place in following Toastmaster year.

Program Quality Director South, Celina Templeman suggested the Club votes before the September District Executive so both Districts can make the vote and take to the International Board.

Division G Report

Area Director F6, Murray Coutts queried the statement from Division G that they had the greatest membership growth in D72. New members they rank 7/9. Membership payments they rank 4/9. Year to date every Division is on net membership loss. Division G has lost 121 members; only two Divisions have a bigger loss than that. Would like Division G Director, Rob to explain.

Division G Director, Rob Woolley responded that those statistics are current when the report went in several weeks ago. Alun Chisholm is in the room and can confirm his information has been used in the report. I am not there to inflate anything. I reported the truth at the time.

Area Director F6, Murray Coutts commented that there is a reason we encourage Division Directors to give a verbal update.

District Director, Sarah Bate queried who receives the email from the Statistician?

District Statistician, Alun Chisholm confirmed he sends two emails, one to quintet and one to Division Directors

Public Relations Manager, Stephen Preston commented that it was actually 50% and at the moment is 31%, so the report factually incorrect.

Division G Director, Rob Woolley stated that figures are based on the figures that were given to him at the time of the report. He refutes that they are fudged.

First Time Competent Leaders

Area Director E1, Mele Fuimaono commented that it is great to hear Toni share some stats around Competent Communicators. Can she please clarify how many Competent Leaders were first timers?

Program Quality Director North, Toni Sharp confirmed that she cannot confirm how many first time Competent Leaders there are. It is a step by step manual process and she has not had the time to do this for Competent Leaders.

Hokitika

Public Relations Manager, Stephen Preston confirmed that Hokitika has at least 10 members so is not being suspended this term.

Division G Director, Rob Woolley replied that he has received an email to discuss whether they will be closing; his report was not about whether they are suspended or not.

Careers Expos

Division B Director, Georgie Templeton wondered what age group is being targeted through the Careers Expos?

Club Growth Director North, Neil Stichbury replied that the 14 – 18 age group typically attends these but they will come with their parents. The Auckland event will also be in conjunction with the Auckland Job Fair which is for adults. Job Fairs are not happening in other places. Careers Expos are mostly attended by school leavers. They could also be an opportunity for gavel clubs. We need to think about what material we will provide and how we approach the marketing of Clubs at these.

Division F Director, Sharon Kerr-Phillips reminded us that Careers Expos are also an excellent opportunity to sell Toastmasters to other vendors at the events.

Area E10 Director, Jad Pamment asked whether we currently keep demographics for Clubs, eg age.

District Director, Sarah Bate asked Alun Chisholm to confirm.

District Statistician, Alun Chisholm confirmed that Toastmasters International does not provide that information to us.

District Director, Sarah Bate stated she is not sure if we are allowed to record this information.

Area Director F2, Sian Killick reminded that youth leadership courses have a flow on effect, and the numbers of parents getting involved makes it well worth running youth leadership courses and promoting Toastmasters to youth.

Victoria University Toastmasters

Area Director E9, Rob Barton-Howe commented that Victoria University Toastmasters now has 10 members since the report was written.

Division E Director, Timothy Law confirmed he had forgotten to mention that.

Marketing and Miscellaneous

Division G Director, Rob Woolley commented that all avenues to market Toastmasters are fantastic and we should take them. He added that all statements he said before that were personal are withdrawn.

14. Realignment

14.1 Realignment Report

District 72

Program Quality Director South, Celina Templeman presented the realignment report for D72 and moved it be received.

Seconded: Jonathan Darby, Area Director A3

Discussion

Area Director F6, Murray Coutts commented that Toastmasters International policy says that proposed three-Club Areas need a backup motion in case they are not approved.

Program Quality Director South, Celina Templeman confirmed that Toastmasters International has clearly stated that three-Club Areas are okay and don't need any further approval. If there are two-Club Areas proposed, then we do need Toastmasters International approval.

Area Director F9, Kingsley Moody asked for clarification on what the motion is that we are supposed to be voting on. This is not a District Council meeting so we are not able to vote on realignment

Assistant Parliamentarian, Joy Ackrill confirmed that the Executive needs to recommend that the District Council adopts the proposal.

Program Quality Director South, Celina Templeman moved that the District Executive recommends that this motion goes to District Council tomorrow.

Seconded: Kathryn Duncan, Division C Director

District Director, Sarah Bate suggested that we recommend by exception and recommend at the end.

Discussion around motion being withdrawn.

“That the District Executive recommends that this motion goes to District Council tomorrow.”

Aye - no votes

No - unanimous

UNSUCCESSFUL.

Program Quality Director South, Celina Templeman presented the realignment report for D72

Division C

No discussion

Division D

No discussion

Division E

Area Director G2, Louise Davy asked that if Hokitika closes then this becomes two-Club area, what happens then?

Program Quality Director South, Celina Templeman we will need to clarify this with Toastmasters International if it happens.

Immediate Past District Director, David Templeman commented that this happened last year with a seven-Club Area. They will allow us to go back and change it as we can't predict what will happen in the future.

Program Quality Director South, Celina Templeman commented that Clubs are not dead until they are dead; Hokitika might not close.

Division G

No discussion

Division H

No discussion

Division J

Division J Director, Colin Leong asked about Area J1. It has six clubs; if Speaking of Levin would move to J1 that would make seven Clubs. There is also a possibility that a new Club in Otaki would make eight Clubs.

Programme Quality Director South, Celina Templeman reminded that this wouldn't happen until 2019/2020. We need to base this on what will happen in 2018/2019.

Division J Director, Colin Leong suggested that if J1 has eight Clubs it could be split into two, so forward planning for future team.

“That District 72 Executive recommends that District 72 Council adopts the District 72 Realignment Report as included in the May 2018 District Council papers with amendments”

**Moved: Celina Templeman, Program Quality Director South
Seconded: Louise Davy, Area Director G2
1 abstention (name not recorded)
CARRIED**

District 112

Program Quality Director South, Celina Templeman presented the realignment report for D112

Division A

Area Director F6, Murray Coutts proposed an amendment to the report:

AMENDMENT: That the Division letter designations for the new District 112 be changed as follows:

Location	Designation Recommended By The Committee	New Designation
i. Northland and the Northern North Shore	A	F **
ii. Southern North Shore and West Auckland	B	C
iii. The clubs in the outer ring of central Auckland	D	E
iv. Auckland wider CBD and Waiheke island (existing Div A)	F	A
v. East and South Auckland	H	H
vi. the pre 01/07/2018 Division D less the Hawke's Bay Clubs	J	D
vii. Waikato and Taranaki	K	B
viii. Hawke's Bay and those clubs of the former Division J which will be in District 112	M	G

** The northern part of the former Division F, retains the designation F because the oldest club is in the north (Whangarei Toastmasters, chartered on 1st January 1972).

Moved: Murray Coutts, Area Director F6
Seconded: Fiona Hodge, Club Growth Director South

Area Director F6, Murray Coutts commented that as a past member of a Division with a Club which is the second oldest in the District. It has trophies with names right back to start of Toastmasters in New Zealand. Auckland Toastmasters Club has always been in Division A as the oldest Club in the North Island. He can see no other justification for changing all the letters. Division C was very successful at keeping their letter; why were none of the other Divisions allowed to keep theirs? When you look the trophies they go back to the start of Toastmasters in New Zealand. Auckland Toastmasters Club members support this motion. We are not changing what Clubs are in which Areas; we are just changing two division names.

Division E Director, Timothy Law – commented that it was his understanding that all Division Directors had meetings with members to decide to keep their letters or not. This discussion should have happened a long time ago.

Program Quality Director South, Celina Templeman noted that when we looked at the letters we tried to look at it so there was a sequential order to it. Currently this is not the case and causes confusion. A sequential order will mean that it is logical.

Division A Director, Erica Richardson stated that part of the Division Director's process was to hold widely publicised meetings, and all members were invited to attend. As Division Director for Division A, I was not made aware of any issues from Auckland Toastmasters.

D112 Nominations Committee Chair (and District Historian), Denis McCord commented that Divisions A, B, and C were first ones created, and, as Divisions got bigger the letters were added, so became out of order. As Historian, he'd expected C to keep their letter and also expected A to keep theirs. When a major change is taking place, there is some justification to retain A as it is.

Area Director J1, Kylee Maloney reminded that as per CLT in round 1 the most dangerous phrase in English is 'we've always done it that way'. We need to keep that in mind. Yes, there is historical value in trophies, but doesn't history reside in people?

Program Quality Director South, Celina Templeman confirmed that trophies will retain their historical information as we won't remove existing details, historical aspect will remain as new information is added.

Division G Director, Rob Woolley commented that the interesting thing is that first club should be in Division A and the second club would be B. At some stage Dunedin was happy to be C. This has not been set in time immortal; it has just happened. We have been there, we have discussed this, and we have had the opportunity to raise this. This has not been done. We need to move on and maybe next year we can discuss this again.

Area Director F9, Kingsley Moody moved an amendment: "That this Executive recommend to the District 112 Council that District 112 adopts a Division labelling scheme that uses a continuous ascending series of alphabetic letters starting with 'K' in the north."

Area Director F6, Murray Coutts waived his right of reply.

Area Director F9, Kingsley Moody summarised – we are essentially swapping over A and F in division lettering. I will be moving another motion when we get to F.

“That the Division letter designations for the new district 112 be changed as follows:”

Location	Designation Recommended By The Committee	New Designation
i. Northland and the Northern North Shore	A	F **
ii. Southern North Shore and West Auckland	B	C
iii. The clubs in the outer ring of central Auckland	D	E
iv. Auckland wider CBD and Waiheke island (existing Div A)	F	A
v. East and South Auckland	H	H
vi. the pre 01/07/2018 Division D less the Hawke’s Bay Clubs	J	D
vii. Waikato and Taranaki	K	B
viii. Hawke’s Bay and those clubs of the former Division J which will be in District 112	M	G

Moved: Murray Coutts, Area F8 Director

Seconded: Bailey Wood

Yes - Few

No - Most

Abstain – Erica Richardson, Division A Director; Tina Brockway, Area Director A1

Amendment not passed.

Discussion

Area Director F9, Kingsley Moody commented that this whole debate has had far too much time on it and it is still not resolved. To avoid confusion he’s suggesting a different part of the alphabet be used. All issues relating to trophies can be sorted out later. He agrees with the point made by Kylee.

Area Director F6, Murray Coutts commented that Kingsley is suggesting that we go back and change letters in new D72. We cannot go back and change something we have already been agreed. We can only change D112.

Division G Director, Rob Woolley asked whether we should we even be debating this? It needs to go to District Council tomorrow and will still be discussed then and Kingsley reserves the right to raise this issue tomorrow.

Assistant Parliamentarian, Joy Ackrill clarified that the motion tomorrow is that D72 council adopts the Realignment Report. Once that is on the table we discuss adopting it, not the details. District Executive needs to sort the details to today to take very clear idea of what is happening to Council.

We are going to have two new Districts. There are people putting forward well-reasoned arguments but should these be discussed by D112 when the split happens? We have been told D72 can't set up procedures for D112 so is what we are doing here in the same vein?

Public Relations Manager, Stephen Preston queried that we can't change the information from the motion can we?

Assistant Parliamentarian, Joy Ackrill confirmed that the motion is what is going to be presented tomorrow but it might have amendments.

Area Director F9, Kingsley Moody summarised: essentially we have had a good range of a debate. I am bringing it up now as it can't be changed be changed tomorrow. There is no D112 yet so we can't make decisions but we need to make it clear to the incoming team that there needs to be more discussion.

“That this Executive recommend to the District 112 Council that District 112 adopts a Division labelling scheme that uses a continuous ascending series of alphabetic letters starting with ‘K’ in the north.”

**Moved: Kingsley Moody, Area F9 Director
Seconded: Kylee Maloney, Area J1 Director**

Yes – most

Against – Colin Leong, Division J Director; Bailey Wood, Division D Director

**Abstain – Fiona Hodge, Club Growth Director South; Erica Richardson, Division A Director;
Timothy Law, Division E Director; Linda Barnes, Area Director C5; Jane Gregory, Area Director C4;
Esther Haines, Area Director C1; Kathryn Duncan, Division C Director; Rob Woolley, Division G**

Director

CARRIED

Discussion about adjournment as District Officers need to have lunch and some have paid to attend the afternoon session.

Division E Director, Timothy Law raised suggestions that those who paid to go to the workshop get a refund and stay here.

District Director, Sarah Bate asked for a short break as she need to take advice.

District Director, Sarah Bate announced that we will break now and re-start the meeting at 1:00pm. Those who want to go to workshop can but the first priority is to be here. We need a quorum to continue.

Meeting adjourned at 12:34pm

Meeting re-started 1:13pm

Program Quality Director South, Celina Templeman continued the presentation of the realignment report for D112

Division K

Division F Director, Sharon Kerr-Phillips asked that North Tech be removed as the Club has been suspended; makes it a three-Club area. Happy to proceed as a three-Club area.

Division L

Division A Director, Erica Richardson warned the Top Table that there will be discussion about Area L1 as on the motion. There is some debate as to whether that Area should be in this Division.

Area Director F2, Sian Killick confirmed that she is a member of one of the clubs affected. There is a split between some of the older clubs and members who happy to move, and those newer ones who want to stay.

Area Director J2, Ngawara Cranfield noted that in L2 it is written there are five Clubs but that there are only four.

Division M

No discussion

Division N

Area Director F2, Sian Killick said, as the only F Area Director who is south of the Harbour Bridge that her Clubs felt they weren't consulted; Shortland Street are very worried they are being moved away from their existing area.

Division F Director, Sharon Kerr-Phillips confirmed that all of the Clubs in F had the opportunity to attend meeting. Every single club president was emailed, all Officers were invited at CLT, and an invitation was on all flyers. She is aware that the Shortland Street President was not available to attend meeting.

Division O

Program Quality Director South, Celina Templeman confirmed there is a typo to be corrected.

Division P

No discussion

Division Q

Division H Director, Scott Martins has received feedback from the current Division H that Division H retain their letter.

Programme Quality Director South, Celina Templeman clarified that we have voted on the lettering previously.

Division R

Division J Director, Colin Leong asked what happens with contestants from Areas with three Clubs at Division Conferences?

District Statistician, Alun Chisholm confirmed that if there are three Areas in a Division, those Areas have the option to send two contestants to the Division conference.

Assistant Parliamentarian, Joy Ackrill reminded that in 2001 there was considerable debate about what we would do in this instance. It was first year that Toastmasters International allowed two people to go through to Division and we added to our procedures to say the notification of this was not needed.

“That District 72 Executive recommends that the District 72 Council adopts the District 72 and District 112 Realignment Reports as included in the May 2018 District Council papers with amendments.”

**Moved: Celina Templeman, Program Quality Director South
Seconded: Sian Killick, Area Director F2
Abstain – Scott Martins, Division H Director; Hatesh Lad, Area Director H5**

15. Procedures

15.1 District 72 Procedures

Program Quality Director South, Celina Templeman presented the District 72 Procedures. Celina formally thanked Erica Richardson for her assistance with the maps in the realignment reports.

“That the report be received.”

**Moved: Sarah Bate, District Director
Seconded: Celina Templeman, Programme Quality Director South**

Discussion

Area Director F6, Murray Coutts asked about a detailed recommendation in the National Video Competition report about District incentives. This has not been included in the procedures. Why not?

Club Growth Director South, Fiona Hodge replied that we reviewed the current D72 procedures and decided what we wanted to do was get right what we currently do. What was suggested in the National Video Competition report we decided was quite a big change and decided it was best to leave it to the new D72 team to address next year when they address procedures.

Division G Director, Rob Woolley commented on #5 about the Executive, 5.2 in particular:

Where sufficient finance is not available, or in the case of emergency, the District Director may either:

[a] Have the District 72 Executive Committee meeting by electronic means, or

[b] Convene a meeting of the District Administration Committee. This Committee shall comprise the District Director, Program Quality Director, Club Growth Director, Immediate Past District Director, Division Directors, Finance Manager, Administration Manager and Public Relations Manager. Each

member of the District Administration Committee shall be entitled to one vote. All voting decisions shall require a simple majority of nine affirmative votes. This committee shall function with the same powers as the Executive Committee.

I have spoken to a past Parliamentarian about it, and they explained that the Council is the overriding authority, while the Executive is a sub group of Council and the administration is a sub group of the Executive. District Procedure gives total power to the District Director. What we have seen twice this year, e.g. Gisborne refund, and how this procedure came about was is that it should have been declared an emergency so that we could have had a vote on it. The National Video Competition was declared an emergency only on the Sunday morning of the District Administration Meeting by the acting District Director.

Division A Director, Erica Richardson raised a point of order: this is not referring to procedures being discussed at present.

District Director, Sarah Bate moved that this debate be adjourned until item 16 when we discuss the National Video Competition.

Division G Director, Rob Woolley reiterated that this District under emergency has been used twice, and to have a procedure to allow the District Administration to operate as the District Executive. It needs to be amended, discussed, or removed. This is not against anything the District Director has done. She has done what she is allowed to do.

Area Director F6, Murray Coutts commented that the power of the District Administration has been stripped out. Feedback from Toastmasters International is that District Administration could not exercise the roles of the Executive, i.e. get rid of the District Administration. However Murray believes the District Administration has an administration function not a decision making one, provided they are not allowed to make a decision which should be something that the Executive can make. There is no District Administration in the new D72. They will have to do everything electronically. Good luck to them as a lot of people in new D72 don't have good internet coverage.

Division G Director, Rob Woolley argued that if there is an emergency then the Council get canvassed electronically and hand the power over to the Executive.

Area Director F6, Murray Coutts raised a point of order: Toastmasters International requires that the District Executive meets a minimum of four times a year. If finance is not available (has happened in the past) it is not a problem for them to 'meet' electronically.

Public Relations Manager, Stephen Preston commented that in business, a CEO will call people together electronically if needed, in an emergency. All this procedure is saying is that they can call the meeting, not make the decisions. Therefore this procedure does not give any extra powers to the District Director, it makes the running of the District smoother.

Program Quality Director South, Celina Templeman moved the following amendment:

AMENDMENT: 2.3 Each Division is permitted to hold either one or two Division Conferences per year, with those dates to be advised to the District Director elect by 20th June each year prior to the commencement of their term. The two options for this could be:

Option A: Excluding Easter, Division Conferences could be held over three weekends in March as follows:

- Weekend 1 – Divisions C and G
- Weekend 2 – Division D and H
- Weekend 3 – Divisions E and J

Option B: Excluding Easter, Division Conferences could be held over three weekends in both November and April as follows:

- Weekend 1 – Divisions C and G
- Weekend 2 – Division D and H
- Weekend 3 – Divisions E and J

Seconded: Alan Holloway, Area Director D3

Discussion

Program Quality Director South, Celina Templeman clarified that there is no directive from Toastmasters International. We can still have two Division Conferences but we need to give Divisions an option. Division C used to only have one conference a year. It means all contests could be held during July – November. Would be less stressful for Division Director's and above who could focus on members and membership building. Having three weekends of Division Conference's means that people who are dual members in different divisions can attend all conferences.

Public Relations Manager, Stephen Preston said he likes the idea and there has been a lot of thought gone into it. Used to having two conferences a year but quite like not having one in November as it will reduce the workload for new teams. Enables Area Directors to focus on Clubs and training and start of the year rather than on a conference.

Immediate Past District Director, David Templeman likes the idea of the option. If the Division Director is very motivated and wants to make changes, the first meeting with everyone is in March so there aren't any opportunities to make changes.

Division E Director, Timothy Law commented that one of very important parts of the November Conference is for the Past District Director to hand out awards. If all that is delayed until March it will not have the same impact. If we only go to one conference a year then we should have some sort of event in November.

Division G Director, Rob Woolley thinks that dividing up Division Conferences is a great idea. The higher up you go in the leadership of the District, the more removed from the clubs you're trying to influence you become. If you take away another opportunity to meet with members, your influence is reduced. Fewer workshops means fewer opportunities to engage. If we are going to change, we need to have a compelling reason to change and I don't feel we have that.

Area Director F2, Sian Killick agreed that we do need two events (not necessarily splitting the contests) – more training, more workshops, more fun.

Area Director C1, Esther Haines spoke in favour of choice. Different Divisions have different needs, and different expectations – let them choose.

Program Quality Director South, Celina Templeman confirmed that there are two options as the current procedure only has one choice and the team wanted to make this change to have two options.

Area Director F6, Murray Coutts suggested that we add: "That District Procedures 2.3 and 2.4 be replaced by..."

"That District Procedures 2.3 and 2.4 be replaced by 2.3 Each Division is permitted to hold either one or two Division Conferences per year, with those dates to be advised to the District Director elect by 20th June each year prior to the commencement of their term. The two options for this could be:

Option A: Excluding Easter, Division Conferences could be held over three weekends in March as follows:

- **Weekend 1 – Divisions C and G**
- **Weekend 2 – Division D and H**
- **Weekend 3 – Divisions E and J**

Option B: Excluding Easter, Division Conferences could be held over three weekends in both November and April as follows:

- **Weekend 1 – Divisions C and G**
- **Weekend 2 – Division D and H**
- **Weekend 3 – Divisions E and J"**

CARRIED

Immediate Past District Director, Templeman moved the following amendment to DP4.3 [a]

AMENDMENT: "That the words '... is arranged and run by the chair of the District Nominating Committee and' are removed from DP4.3 [a]

DP4.3 [a] "The session is arranged and run by the chair of the District Nominating Committee and shall follow as closely as practical the procedure for international officer candidates at the International convention."

Discussion

Immediate Past District Director, Templeman confirmed that this has been in the Procedures for a few years but that it is in conflict with Toastmasters International's Policy 9. We cannot be in conflict. We say that, e.g. Denis and Laurel as Nomination Committee Chairs run the Candidates Showcase. The people who run the Candidates Showcase are supposed to be chosen by the District Director.

Assistant Parliamentarian, Joy Ackrill notes that it was interesting to see that this is contrary to policy as Toastmasters International has approved this draft.

Immediate Past District Director, Templeman responded that Toastmasters International had missed this, and he had it in writing that this needed to be changed.

Discussion

Area Director J7, Vanessa Creamer raised part 2 in long service awards. It currently says 25 years is recognised. She would like some recognition for those who are 50 years or longer.

Area Director F6, Murray Coutts clarified that three of us on the D112 group about long service identified a few issues including, yes it is continuous service, but record at Toastmasters International doesn't show if people leave and come back. Decided to recommend to D112 to have a group to look at whole area of long service as there are a lot of issues around this. D72 might like to this as well. Want to come up with something that really honours long service.

General agreement

“That District 72 Executive recommends that District 72 Council adopts the District 72 Procedures as included in May 2018 District Council papers with amendments.”

**Moved: Frank Phillips, Area Director F7
Seconded: Timothy Law, Division E Director
CARRIED**

D112 Procedures

D112 is not a District yet so cannot approve anything or make decisions but we can discuss items.

Area Director F6, Murray Coutts confirmed that tomorrow, once D112 Council has elected new officers, there will be a special meeting of the D112 Executive who will give provisional approval of the new procedures. These will then go to Toastmasters International for approval. Any changes will go to Executive by email for discussion. We need some procedures to open bank account and get charitable status. There have been some objective added regarding the large geographical area of some Divisions and the mixture of rural and urban areas in some Divisions as these will be affected differently by the procedures.

Area Director F2, Sian Killick clarified that changes that have been made in this meeting need to be made before the Council meeting tomorrow

16. National Video Competition

14:11pm. Top Table leaves.

Chair: Joan Hook

Parliamentarian – Chrissy Meyer and Assistant Parliamentarian - Joy Ackrill

Minutes – Michelle Gerwitz

Chair, Joan Hook explained that we need to leave room at 3:00pm so we do not have much time.

16.1 National Video Competition Memo

Chair, Joan Hook invited Sarah Bate to explain purpose of memo.

District Director, Sarah Bate explained that the memo was intended to be short, factual account to let people know what it was about. A complaint was made in January, it went to the District Administration Meeting, process was followed, and it is still not resolved. The memo asks people to either make it go away or take it through disciplinary process.

Chair, Joan Hook asked for clarification as she would have thought this would have been resolved at the District Administration Meeting.

District Director, Sarah Bate confirmed it was only Top Table and Division Directors at that meeting; they are not allowed to make decisions only recommendations.

Division G Director, Rob Woolley explained that the reason we are here is simple – there were three official complaints about running of National Video Competition. At no stage was this supposed to have gone to the District Administration Meeting. Protocol 3.0 states this issue should have come here (Executive Meeting). Complaints were only invited to attend the day before the Administration Meeting and were not told what was going to be going on at the meeting. We believe that people at District Administration Meeting were not aware of all the facts and complainants had no time to review the report from investigation committee. The International President has stated the issue is not resolved, that is why we are here.

16.2 National Video Competition Investigation Committee Report

Chair, Joan Hook invited Murray Coutts to speak to the report as chairman of that committee

“That report be received.”

**Moved: Murray Coutts
Seconded: Kylee
CARRIED**

Area Director F6, Murray Coutts spoke to the report.

- Whilst all the correspondence with complainants and Top Table was written by me, there were three members of committee, Ross Kennedy, John Sullivan, and I. John is a solicitor and was very valuable to us.
- In essence, there was a Competition put together, and there were some shortcomings in putting it together.
- What we found was that the whole Top Table failed in their governance of this Competition. We are collectively responsible; while individual members may do specific tasks, the whole is responsible for the governance. In this case, this did not happen to the level it should have.
- Most of the Competition was put together really well.
- The point was raised that the prizes were excessive. These were included in the District Budget and approved by the Executive and Council, which approved it late. In previous years there used to be a multi-page Budget but now we do a summarised version. The Committee has recommend that detailed version is done going forward. A detailed version does go to Toastmasters International who approved it.

- An ongoing issue has been around conflict of interest. The Competition was organised by someone who entered, and who was also a judge. The committee looked at the marking from all the Top Table judges' results, and they were the same. Steve Preston did not vote for his entry. The Committee is not sure how the complainants know what happened at the tally countering as only Sarah and Steve were there; the complainants have no way of knowing what happened. There is a perception of conflict of interest but no actual one.
- The Committee came up with a recommendation for a new District Procedure around District Incentives; i.e. Neil is running a district competition next year, he is in a member of several Clubs, should all his Clubs be excluded from entering? No. But a different person should be appointed as the judge.

Discussion

Division G Director, Rob Woolley commented.

- The National Video Competition was announced mid-2017 and was to incentivise people to create videos for promotional and educational tools. It was overseen by Club Growth Directors and administered / organised by Public Relations Manager. There were two categories. The deadline was November. The deadline was extended.
- Rules were created by Public Relations Manager and, under normal circumstances when winners were announced it would have been the end of it. There was a question raised about whether that it was a good look that a Club the Public Relations Manager was in won first place in one of the Competitions.
- Rob commended the Public Relations Manager on running competition. He thought it was a good idea. He asked if the judging needed to be re-done as was there a conflict of interest? The Public Relations Manager entered both completions. Conflict of interest is present as now Public Relations Manager is a contestant. Is it fair for a contestant to set a deadline, extend the deadline, look at all the other options to see where they are entered, to choose the judges, to select yourself a judge? The entire top table was supposed to judge. STV system was announced as tally system. Judges results were emailed to Public Relations Manager as chief tally counter who announced the results. Means this contestant had an advantage no one else had.
- Ballots were not collated under STV. We have not been told how they have been collated. Chief Judge had an obligation to go back to judges and inform them that we cannot use STV, how should we do this instead?
- Murray said the Top Table did not ask the detailed questions about the competition. But we think the same person should not arrange, enter and judge contests. Steve did not tell the judges he was entering.
- Did the top table fail? Maybe there was a breakdown of communication. But, Toastmasters International values - IRSE – cannot say that \$5,000 worth of funds is a good use of members' money. How can we accept this?

Finance Manager, Tania Fraser confirmed that the Budget was not approved late. It was submitted by 30 September 2017 was presented at District Council in November without changes. Any changes would have been sent to Toastmasters International, but there weren't any. It was not approved late.

With regard to providing details of prizes – we are given a paragraph space (read out). Toastmasters International did not question our narratives.

Area Director G1, Stephen Moore acknowledged that Mark Baker has speaking rights but cannot attend. Steven has a statement from Mark Barker to read. (see **Appendix 3**)

Division A Director, Erica Richardson asked for clarification that Steve Preston made his entry on behalf of his Club and not as an individual. Is that correct?

Chair, Joan Hook confirmed that was the case.

Area Director J1, Kylee Maloney asked what the proposed resolution is.

Chair, Joan Hook confirmed that she will come back Kylee with an answer.

Public Relations Manager, Stephen Preston replied:

- This is a Competition which you would have been aware of since June 2017 at training in wellington. Information was repeated again in July, and September, and was in the Public Relations Manager's Report for November meetings, included in newsletters which went out to everyone, including the rules which were clearly outlined.
- On reflection there are some things that could have been done differently. If I could, I would take my entries out again.
- This is not a (Toastmasters) Contest. Rules said that anyone could enter.
- We needed to tell people how results would be tallied. We talked about this on Top Table calls several times. Whole Top Table were invited to judge. Not all did. There was a total of six judges. There is a lot of misinformation out there, saying I entered and I judged and I won. I did enter a video in a competition but did not vote in that one. That educational video was the only one that STV would work for. Following on from Toastmasters International competition which had no rules around judging, we had a group of judges. I didn't realise until tally sheets were in that STV didn't work, so took an average ranking from each judge. This was verified by the independent committee.
- Once complaint was received we followed procedures. We were told to stop and not respond to anything while anything was going on. We have received vexatious emails constantly from complainants.
- Has been reviewed by District Administration and by Toastmasters International. Yes, mistakes were made, but I don't think it is a sack-able offence.

Area Director F2, Sian Killick commented that Toastmasters says we're a mutually supportive organisation and we have taken learnings from this. We have a thorough report but I am not quite sure what we're supposed to be doing today. A lot of time has been wasted on this; we need to focus on realigning these Districts, make plans so it doesn't happen again, make apologies, and move on.

Area Director J8, Alison McKone asked what do the complainants want as a result? I think it was a brilliant idea, the theory was good; there were some problems in practice. Let's learn from it and move on.

Area Director F6, Murray Coutts offered apologies to Tania. He'd meant to say that the budget wasn't approved by Executive on time. Competition was a success overall and something we should be proud of. It is the first time there has been a District incentive for first, second, and third place

based on judging. Steve was starting from nothing and had to come up with the whole thing. The whole thing was good. We need to learn from the mistakes and do it better next time.

“That the report be accepted.”

**Moved: Murray Coutts, Area Director F6
Seconded: Jad Pamment, Area Director E10**

Against: Rob Woolley, Division G Director

Abstain: Kathryn Duncan Division D Director; Linda Barnes, Area Director C5; David Templeman, Immediate Past District Director; Fiona Hodge, Club Growth Director South

Division G Director, Rob Woolley wanted to explain what the complainants want as he doesn't think people know what they were voting about:

- How many ballots were counted in the promotional section of the Competition?
- We believe that there was a conflict of interest. We believe that we owe it to members to remove the conflict of interest, i.e. take out two entries of PRM from the competition. Use the free STV calculator on the internet with results run through again.
- Make a gesture of goodwill around prizes. Need the right result people who entered it.

Area Director F6, Murray Coutts replied that he was speaking from memory, but the report did not include who voted which way. One did not vote for educational Competition, Michelle, Neil, and Toni did not vote at all, and there were incomplete votes from David and Celina.

Division G Director, Rob Woolley replied that there were seven ballots and three people were named who did not judge, therefore Steve voted.

Joan – summary we know what the complainants wanted.

Area Director F6, Murray Coutts stated that this was in the email from Mark Baker after letter from International President had arrived. Calls for resignation of Sarah, Steve, Toni, and that Murray be censured by District for report.

Murray formally handed the chair a formal written complaint about Mark Baker.

Chair, Joan Hook remarked that this will be looked at as we need to go through the procedure. We will not look at it right now.

Chair, Joan Hook summarised: We have all learned from this. In future we must all read, listen, and ask questions so we know what we are saying yes to. I think this probably did not happen at a District Administration Meeting or an Executive Meeting. This may not have gone any further if those relevant questions had been asked. The whole Top Table has learnt that you cannot just run into things without thinking them through. The Competition was run with good intentions. I am very upset as a Past District Governor and Toastmaster of 35 years that there has been so much going on and so much conversation going on that has distracted from the business of the District. You need to be so careful about what you say, what you write, and how you say it. I know Sarah has made an apology to the District. I am sure Steve has learnt an awful lot. Rob, I am sure you understand this has been taken as far as it needs to be, and will drop it. Let's start afresh

Division G Director, Rob Woolley asked about voting for the resolution. Wants this item to be kept off the record as don't think it needs to be made public.

Assistant Parliamentarian, Joy Ackrill said we voted to adopt the report. When we adopt something that is what we are agreeing to.

Area Director F6, Murray Coutts confirmed that there is no provision to have a secret meeting under Toastmasters International Policy, and even if there was, we can't make a conversation secret retrospectively.

Joan Hook handed the meeting back to District Director, Sarah Bate.

17. General Business

District Parliamentarian, Chrissy Meyer asked for helpers on the Credentials Desk. Georgie Templeton, Alan Holloway, Joy Ackrill, and Katrina Hudson confirmed they would assist. Thanks to these people.

18. Announcements

- District Director, Sarah Bate confirmed that the next meeting for District 72 will be a District Administration meeting to be held on 22 July 2018. The venue is to be confirmed.
- District Director, Sarah Bate confirmed that the next meeting for District 112 will be a District Administration meeting to be held on 22 July 2018. The venue is to be confirmed.
- District Director, Sarah Bate, offered thanks to Bailey Wood for being the microphone runner, and to Bailey Wood and Alan Holloway for being timekeepers.

19. Close

“That the District Executive Meeting be closed.”

**Moved: Alan Holloway, Area Director D3
Seconded: Jad Pamment, Area Director E10
CARRIED**

District Director, Sarah Bate declared the meeting closed at 3.02pm.

Appendix 1

Present

Role	Name
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
Immediate Past District Director	David Templeman
Administration Manager	Michelle Gerwitz
Division A Director	Erica Richardson
Division B Director	Georgie Templeton
Division C Director	Kathryn Duncan
Division D Director	Bailey Wood
Division E Director	Tim Law
Division F Director	Sharon Kerr-Phillips
Division G Director	Rob Woolley
Division H Director	Scott Martins
Division J Director	Colin Leong
Area Director A1	Tina Brockway
Area Director A2	Catherine Syme
Area Director A3	Jonathan Darby
Area Director A4	Tina Richards
Area Director A5	Arno Gruber
Area Director B3	Heather Riches
Area Director B4	Sipho Ndlhovu
Area Director B5	Katrina Hudson
Area Director C1	Esther Haines
Area Director C4	Jane Gregory
Area Director C5	Linda Barnes
Area Director D2	Christine Tutbury
Area Director D3	Alan Holloway
Area Director E1	Mele Fuimaono
Area Director E3	Channa Ranasinghe
Area Director E4	Pauline Gallagher
Area Director E6	Philip Smith
Area Director E9	Rob Barton-Howes
Area Director E10	Jad Pamment
Area Director F2	Sian Killick
Area Director F3	Francy Parfitt
Area Director F4	Neela Luminglas
Area Director F5	Felicity Hopkins

Area Director F6	Murray Coutts
Area Director F7	Frank Phillips
Area Director F9	Kingsley Moody
Area Director G1	Stephen Moore
Area Director G2	Louise Davy
Area Director G3	Nicola Robertson
Area Director G6	Johanna Ryan
Area Director G8	Sabine Parry
Area Director H4	Anabel Valdez-Chong
Area Director H5	Hitesh Lad
Area Director J1	Kylee Maloney
Area Director J2	Stewart Dixon
Area Director J3	Ngawara Cranfield
Area Director J4	Mercy Brown
Area Director J5	Glen Pearce
Area Director J6	Glenys Brown
Area Director J7	Vanessa Creamer
Area Director J8	Alison McKone

Appendix 2

Apologies

Area Director A6	Magda van Rooyen
Area Director B1	Sam Bennett
Area Director B2	Warwick Fleming
Area Director C2	Christine Livingston
Area Director D4	Nigel Michels
Area Director E2	Jo Moar
Area Director E7	Caroline Wallace
Area Director F8	Rowena Foster
Area Director G7	Brian Preddy
Area Director H1	Salesh Narayan
Area Director H2	Jilnaught Wong

Appendix 3

I have outlined the **NATIONAL VIDEO COMPETITION** to friends. As we now know; the organiser entered the contest, judged and won a prize.

The non-toastmasters don't believe me and then laugh. The toastmasters don't believe me, laugh... and then get angry.

This has brought the organisation to the verge of disrepute.

Toastmasters International has pronounced that any contest is undermined when the organiser of a contest participates in the contest as an entrant and is part of the judging process. There is no way to avoid a **conflict of interest** when this happens.

This is from an organisation that prides itself in its excellence, integrity and fairness in running contests. This will be exhibited over the next few days with the District Finals.

If this was the corporate world, heads would roll.

After four months, there have been no censures, no one has acknowledged any failings and there has been only a gratuitous apology for a lack of communication. The results stand as published.

Having this matter discussed today has been a torturous process. We have had to navigate a mine-field of denial, evasion, smoke and mirrors and a flawed and discredited Investigation Report.

This is the last opportunity for District 72 to regain its reputation and put right this wrong.

Ladies and Gentlemen, the matter is now in your hands to do the right thing.

Mark Baker