

## District 112 Procedures meeting

Conference room 1 Waipuna Hotel, 6 May 2018 9am

Present: Toni Sharp, Jonathan Darby, Neil Stichbury, Chrissie Meyer, Murray Coutts, Sherman Wang, Serena Irving, Christine Alcott, Rob Wightman, Helen Hunt, Kingsley Moody, Alun Chisholm, Kylee Maloney, Katrina Matich, Nicola McKenzie, Craig Martin, James Hippolite, Stephen Lindsay, Richard Jebb, Kerry Howley, Sharon Kerr-Phillips, Barry Shaw

Toni welcomed everyone to the meeting and thanked them for giving of their own time during the conference to be present for this special meeting. She requested that those who she did not know by voice say their name when speaking not only to her but also the other blind and visually impaired District Officers until such time as voices are able to be recognised.

A roll call was then conducted so everyone knew who was in the room.

Toni explained that the purpose of the meeting was to provisionally approve the District Procedures in order that they could be sent to Toastmasters International for approval. There was urgency in this requirement, as we need to have WHQ approval in advance of applying for charity status with the Charity Commission and IRD number in order to set up a bank account.

Toni announced date of first training session in Hamilton as 23 & 24 June and advised that a calendar will be circulated.

Kingsley Moody was invited to join the procedures committee. This was agreed by all present.

Murray went through a broad outline of some of the main changes. To save time substantial changes were to be communicated to the procedures committee (Murray, Kingsley, Neil and Chrissy). Murray then reiterated the process in that once we provisionally approve the procedures; we will send them to TI who will make comments. Those comments will then be considered by the Procedures Committee. Following this an email vote of the District Executive would then be carried out for final approval. He requested that in the event issues were put out for an email vote, it is really important that Area Directors respond. When the exercise was carried out for the Gisborne conference refund, a number of District officers did not respond. A suggestion was made to send emails with requests to acknowledge receipt. This is to be worked on.

Murray advised that due to their not being a November conference, the semi-annual District Council meeting which is required will be held virtually. We are waiting on advice from Toastmasters International as to how to hold this. The semi annual meeting will be run as per instructions from Toastmasters International.

Murray mentioned the intention to hold a District Awards function in September in lieu of a November conference, likely to be in conjunction with District Officer training.

We are looking at having all Division conference finals in April. Area Councils would then decide when they want their Area contests to be to give flexibility. This also gives the opportunity to hold a judging workshop before club contests.

Discussion was held concerning dates of conferences, particularly around bringing Division conferences back to March to allow more time between Division and District in May. This received widespread support. Kingsley suggested including in the procedures that the Division contest be held a certain amount of time in advance of the District Conference.

Murray raised the issue of having to get the trio around to all Division conferences so we are faced with having three on one weekend, three on a second weekend and two on the final weekend. To deal with the difficulty in getting judges, Murray has suggested holding the Division K, O and R contests on the first weekend and moving up to Auckland Divisions over the remaining two weekends. He suggested specifying, in the procedures, which conferences were on which weekends and a cut off date by which the final one must be completed.

Murray mentioned that a paragraph is being inserted in the District Procedures outlining that Toastmasters is committed as much as practicable to benefit members both in urban and rural areas. This is to prevent the chance of things becoming 'Auckland Centric'. The issue of internet coverage was discussed and how that might impact on virtual meetings. With regard to the virtual activities that we may need to have, Murray suggested that where an issue arose at a time when internet coverage might not be the best i.e.: school holidays, the administration committee would discuss the issue, come up with options to resolve it and then circulate it to the District executive for an email vote. Toastmasters International limits us as to how much of our budget we can spend on travel. Zoom was discussed

Policies governing procedures around competitions will be included to prevent issues such as those that arose with the recent video contest. Note: these do not refer to the four speech contests held annually.

Most of the awards currently presented by District 72 will be kept. Two new proposed awards are for club coaching and a public relations award. Long service awards to be looked at as to how they are managed.

Murray raised the question of merging both District Procedure documents.

Murray formally moved that the District 112 District Executive elect gives provisional approval to the District Procedures, Seconded Kylee Maloney, carried unanimously. Toni thanked everyone who worked on the documents to this point.

Toni requested that all AD's who had not provided a release form to please stay behind to fill those out. Murray asked that any documents sent in by email be sent as PDF's

A question was raised about the outstanding AD positions. Toni replied that a list of current appointees will be sent out which will also outline areas that are still vacant.

Meeting concluded 9.40am